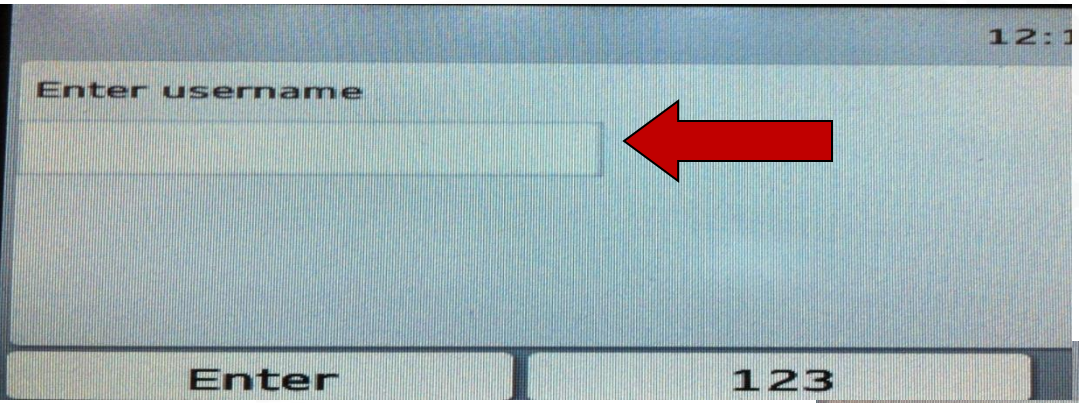
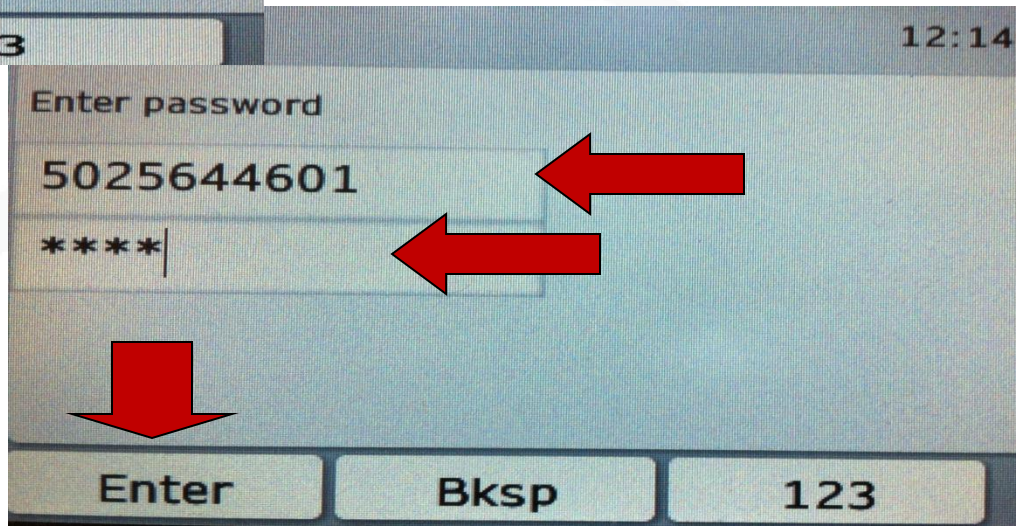
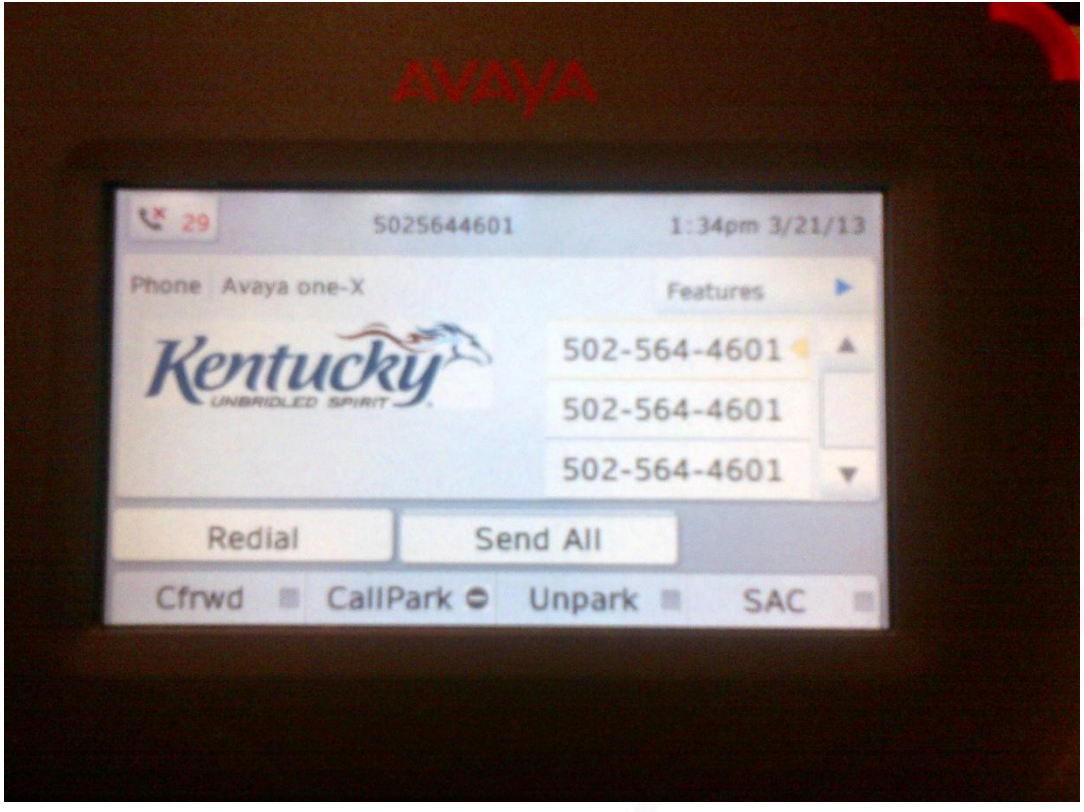
➢Adjusting the phone base and screen position

➢Screen for logging into phone add username and password







- Placing/Receiving Calls
- Call Appearances
- Ten Digit Dialing
  - Direct to outside
  - Using speakerphone
  - Using a headset (if provided)

- **Using the Phone Button**
- Press the Phone button anytime to return to the main phone screen to view and manage your calls.

Preventing the Other Person on the Line From Hearing You:

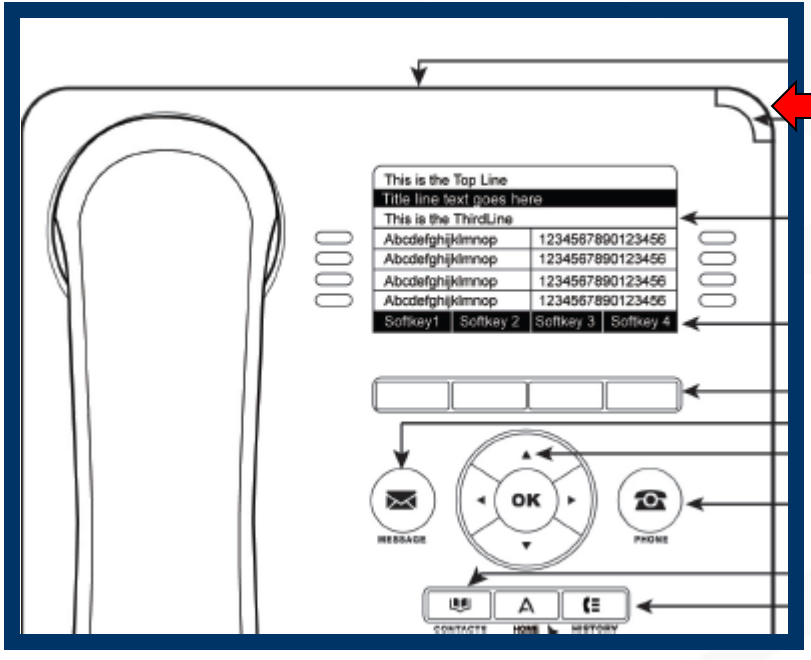
- Press the **Mute** button. The other party cannot hear you.
- To reinstate two-way conversation, press the **Mute** button again.
- The Mute button lights when your call is muted.

Headset On/Off Button

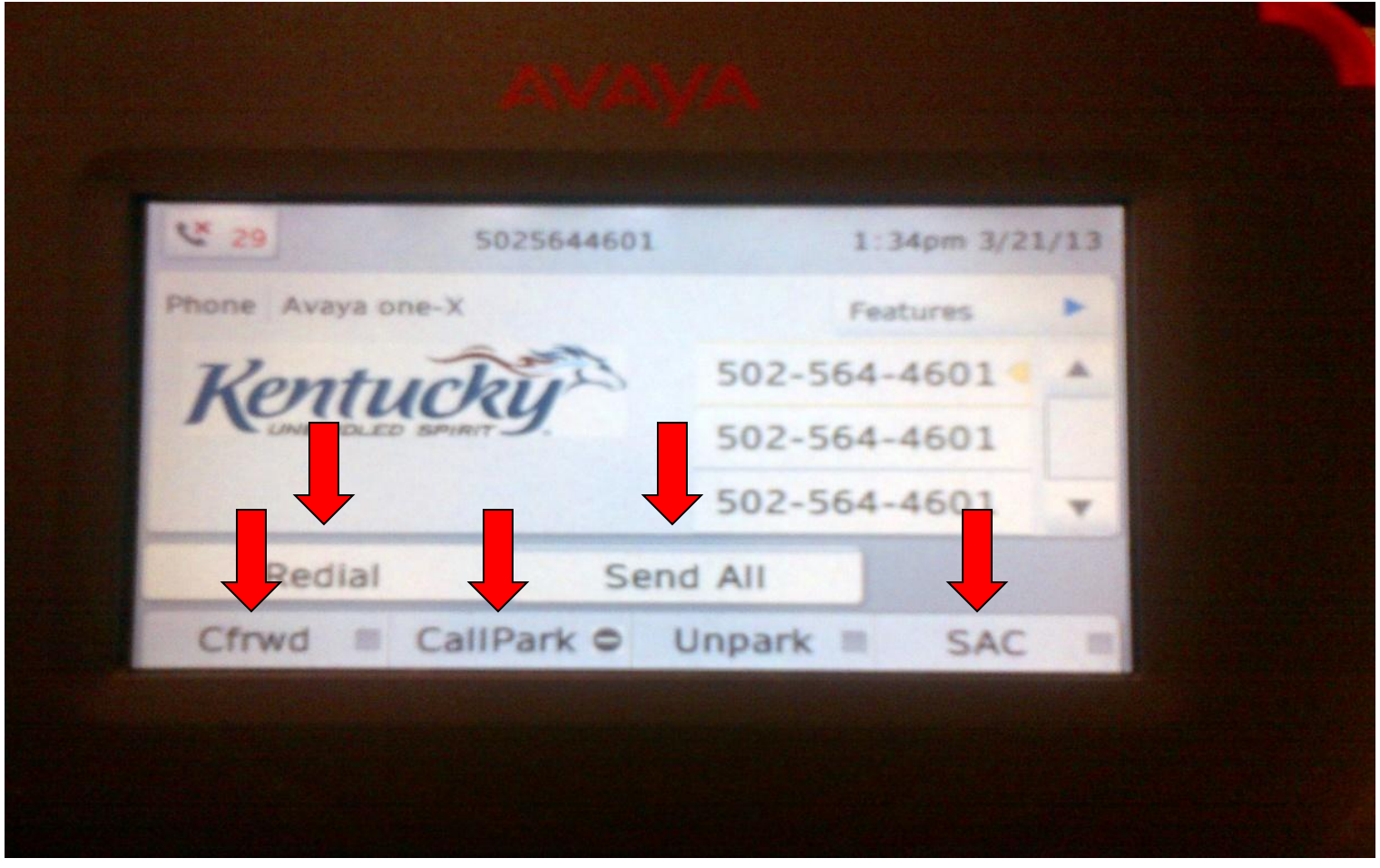
Volume Button

- Press the volume button to adjust the volume of the handset, headset, speaker or ringer.

MESSAGE WAITING INDICATOR

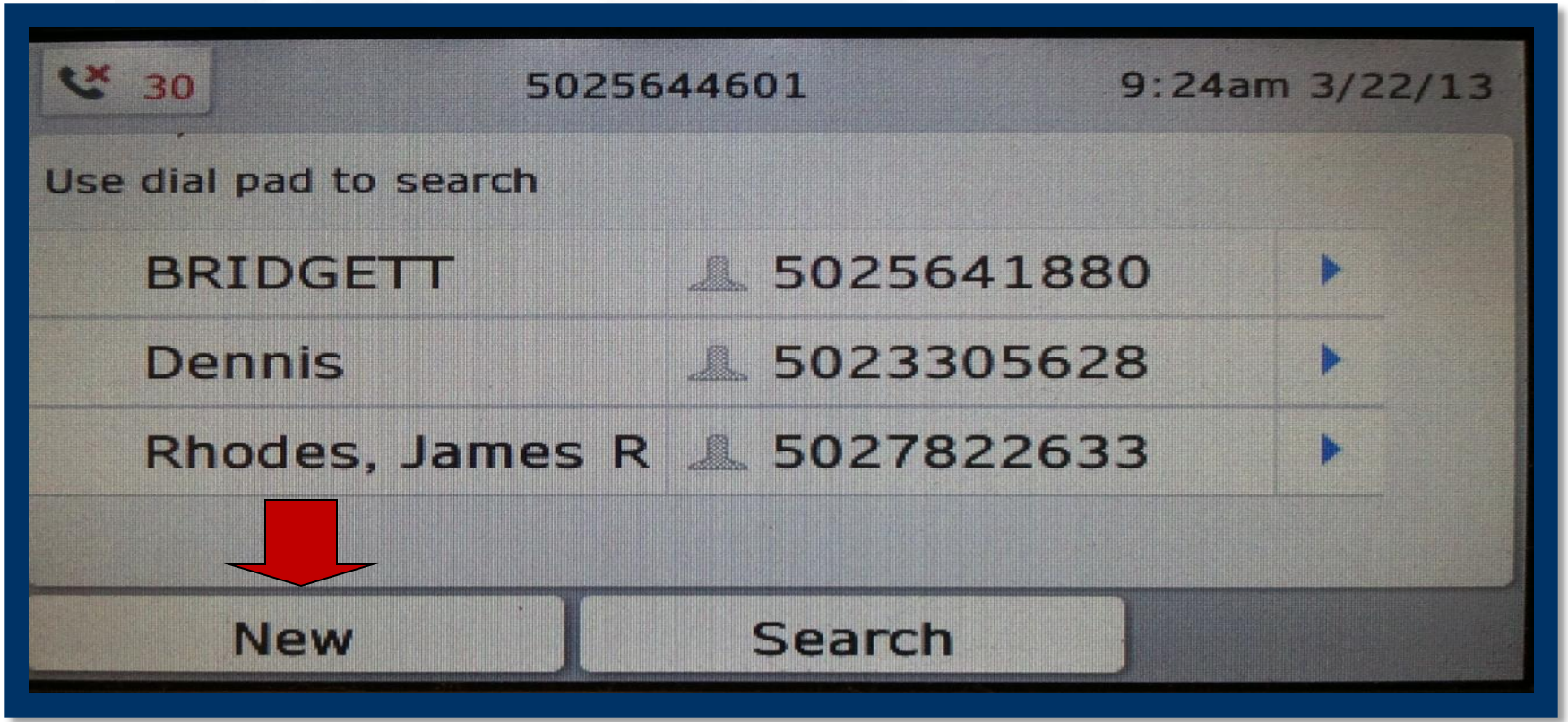


➢If you have messages in your Avaya Voice Mailbox, the light on the top right corner of your telephone will light solid red. In addition, the Messages button will also be lit. Once you listen to your messages, the lights will turn off.

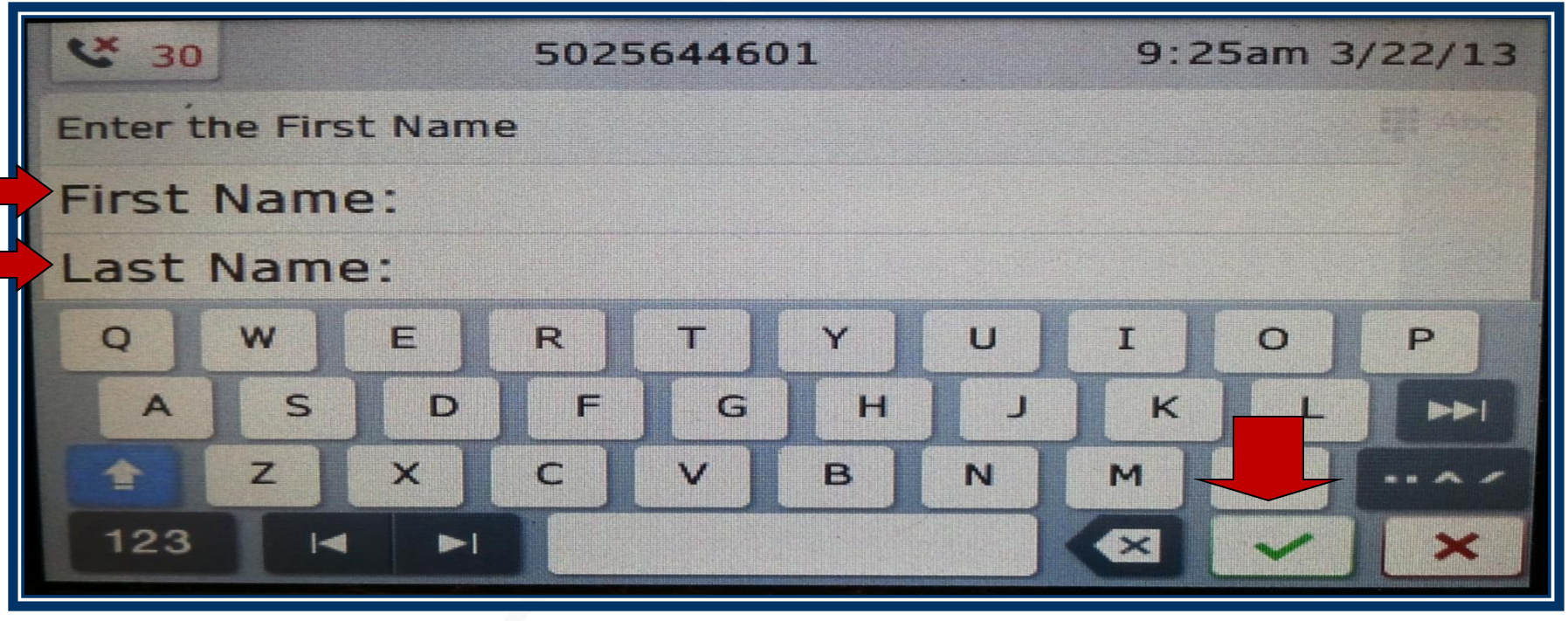

AVAYA
29
5025644601
1:34pm 3/21/13
Phone
Avaya one-X
Features
Kentucky
UNBRIDLED SPIRIT
502-564-4601
502-564-4601
502-564-4601
Redial
Send All
Cfrwd
CallPark
Unpark
SAC

- How to add contacts:
- Press the contact button:

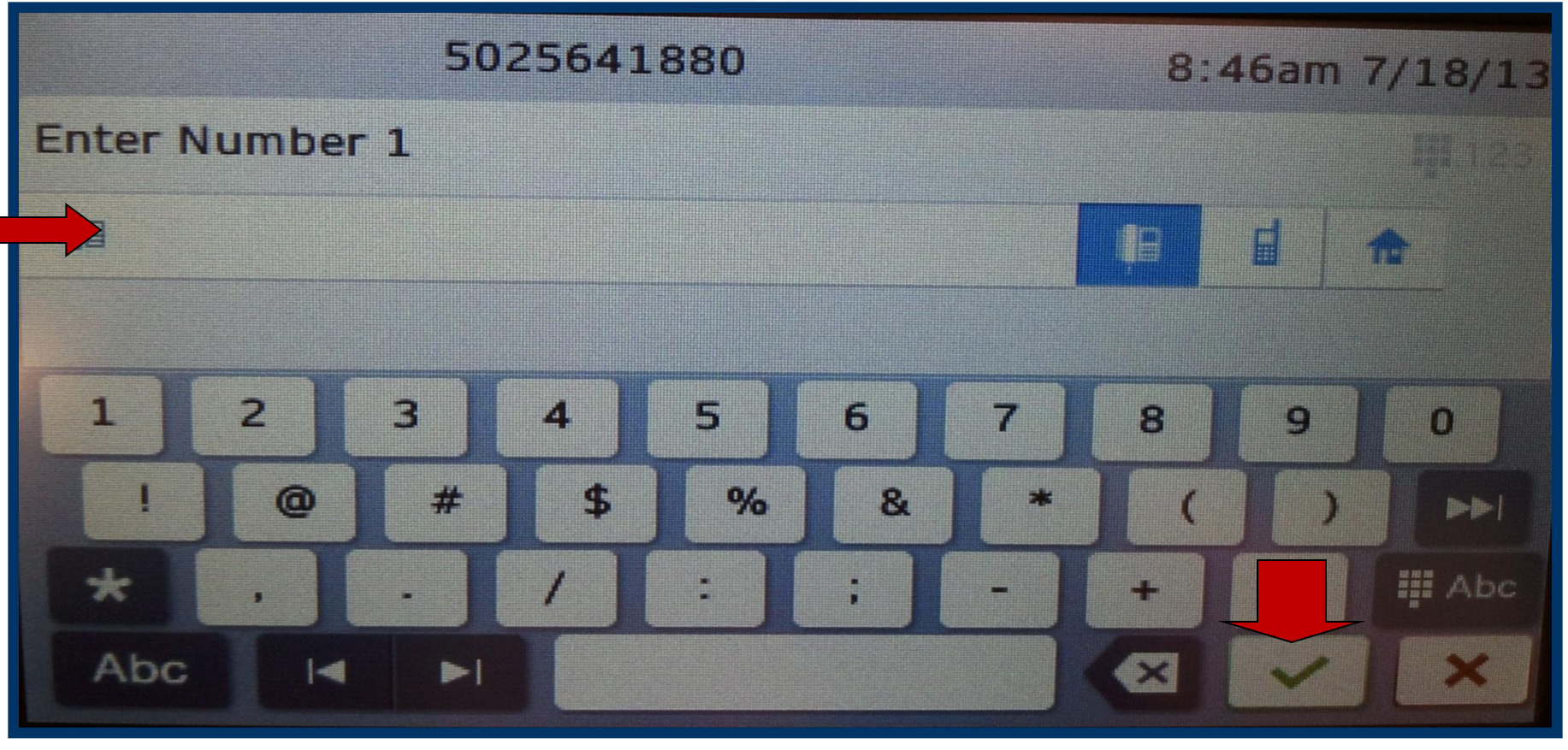
- **Then press on new to add someone to your contacts.**



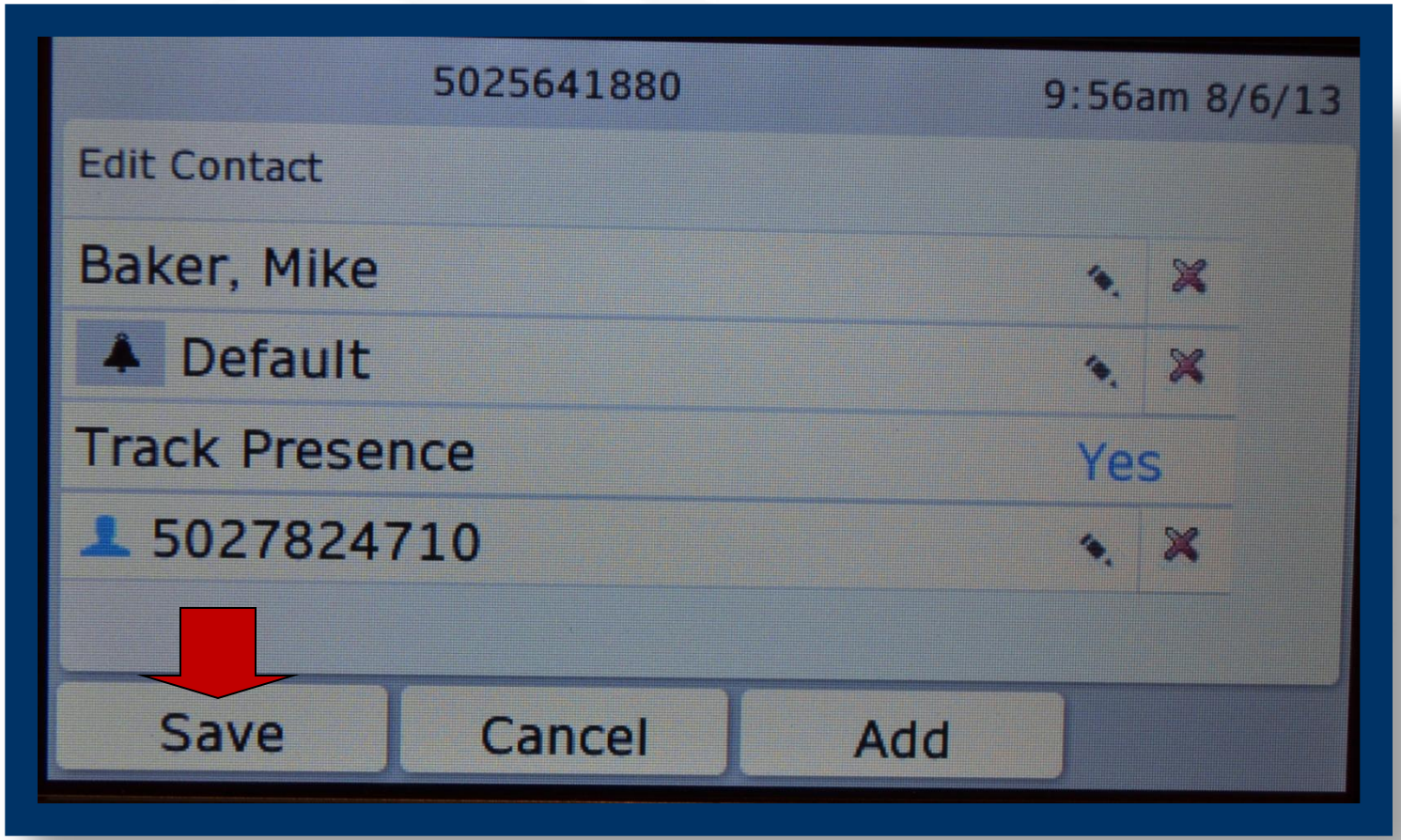
➢Then Type In First And Last Name And Press The Green Check.



- **Then pick what type of phone and type in phone number.**

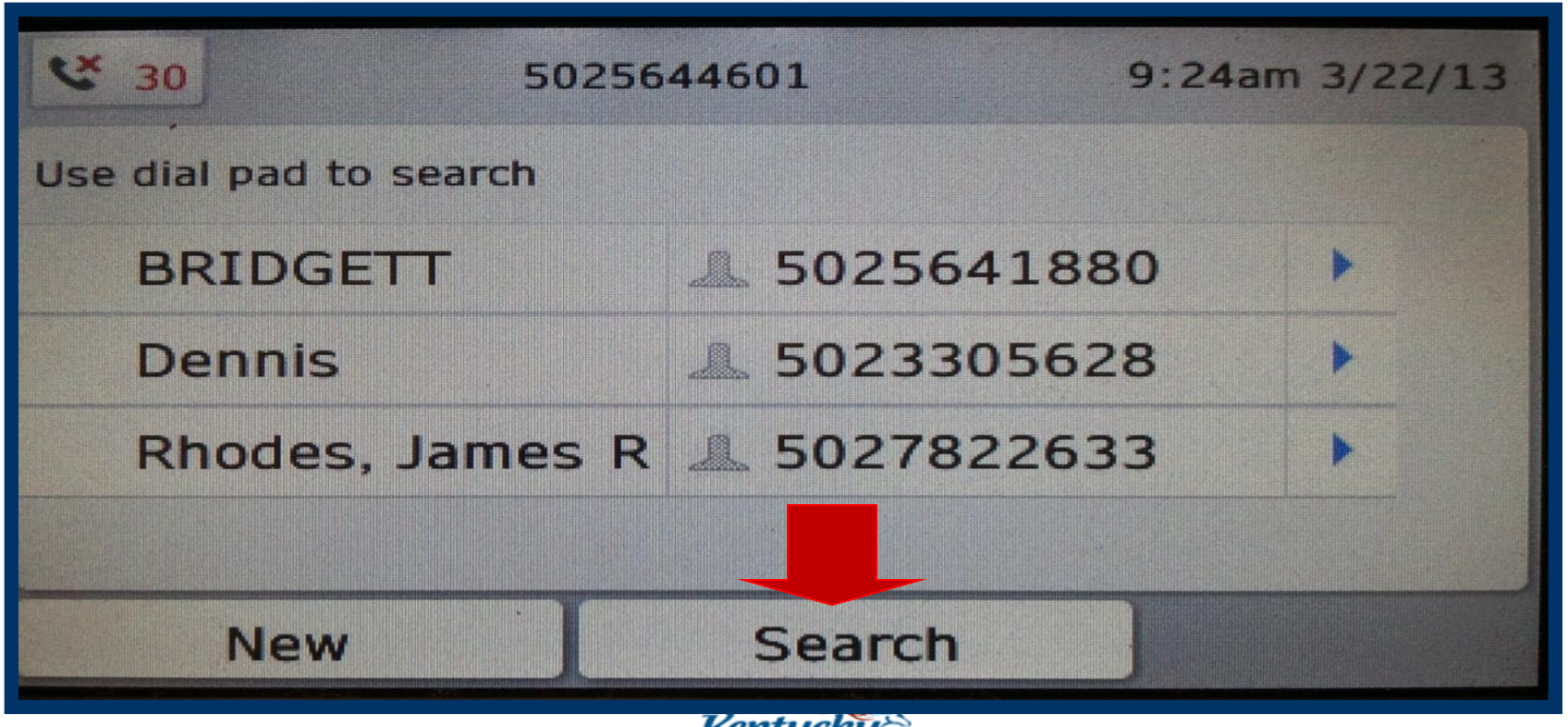


- **Then Press save to add them to your contacts.**

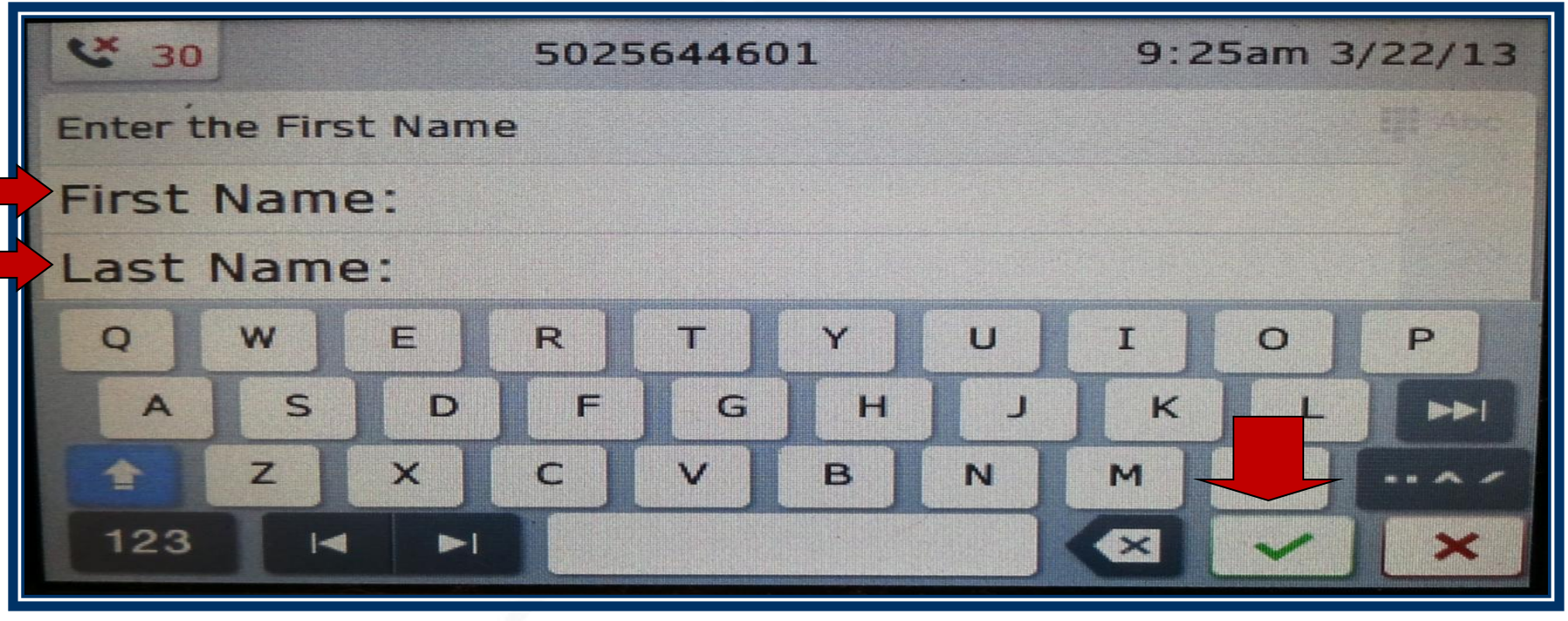


➢To Find Someone Already In The System Press On Contacts.

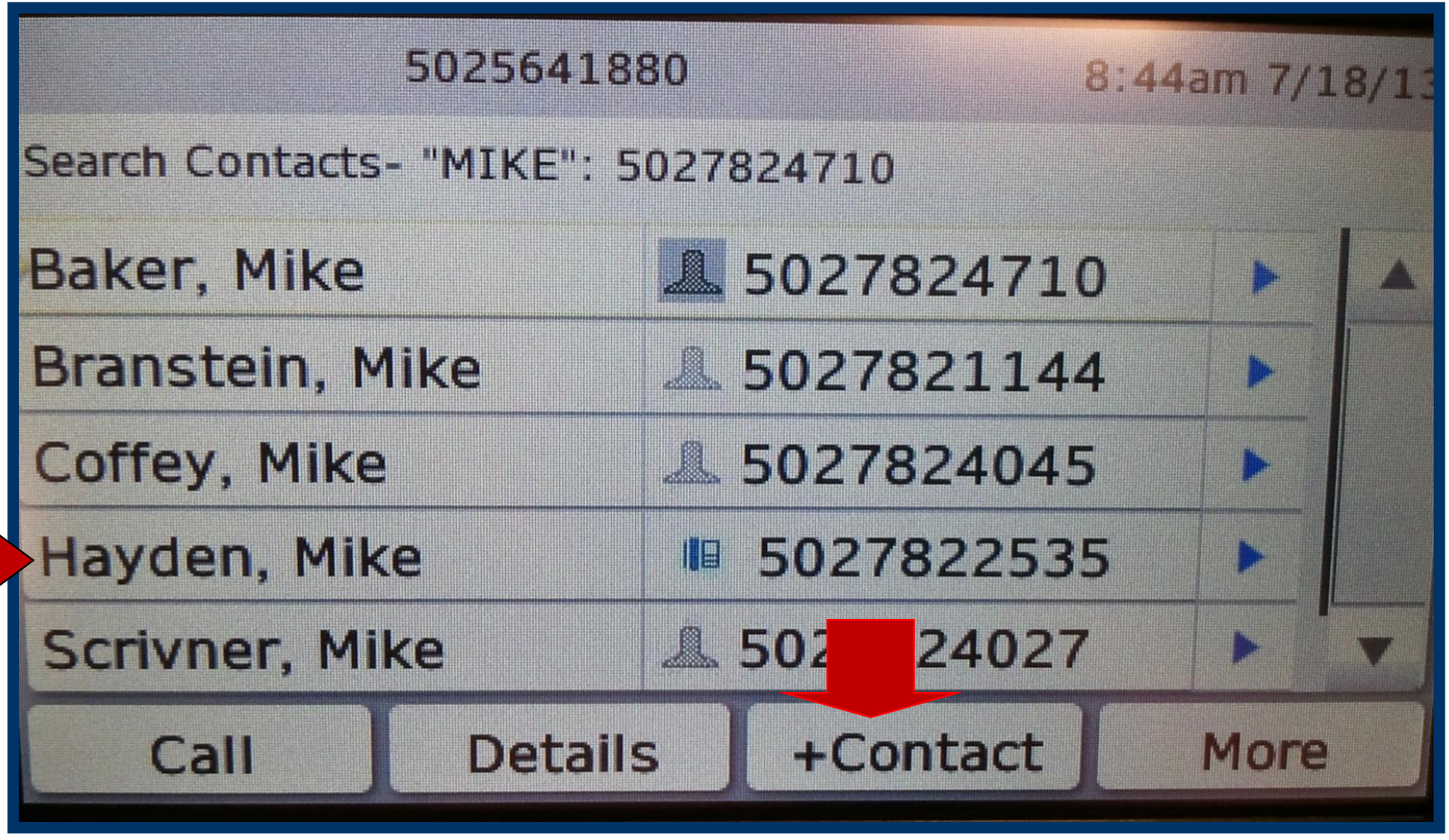
➢To Find Someone Already In The System Press On Search.



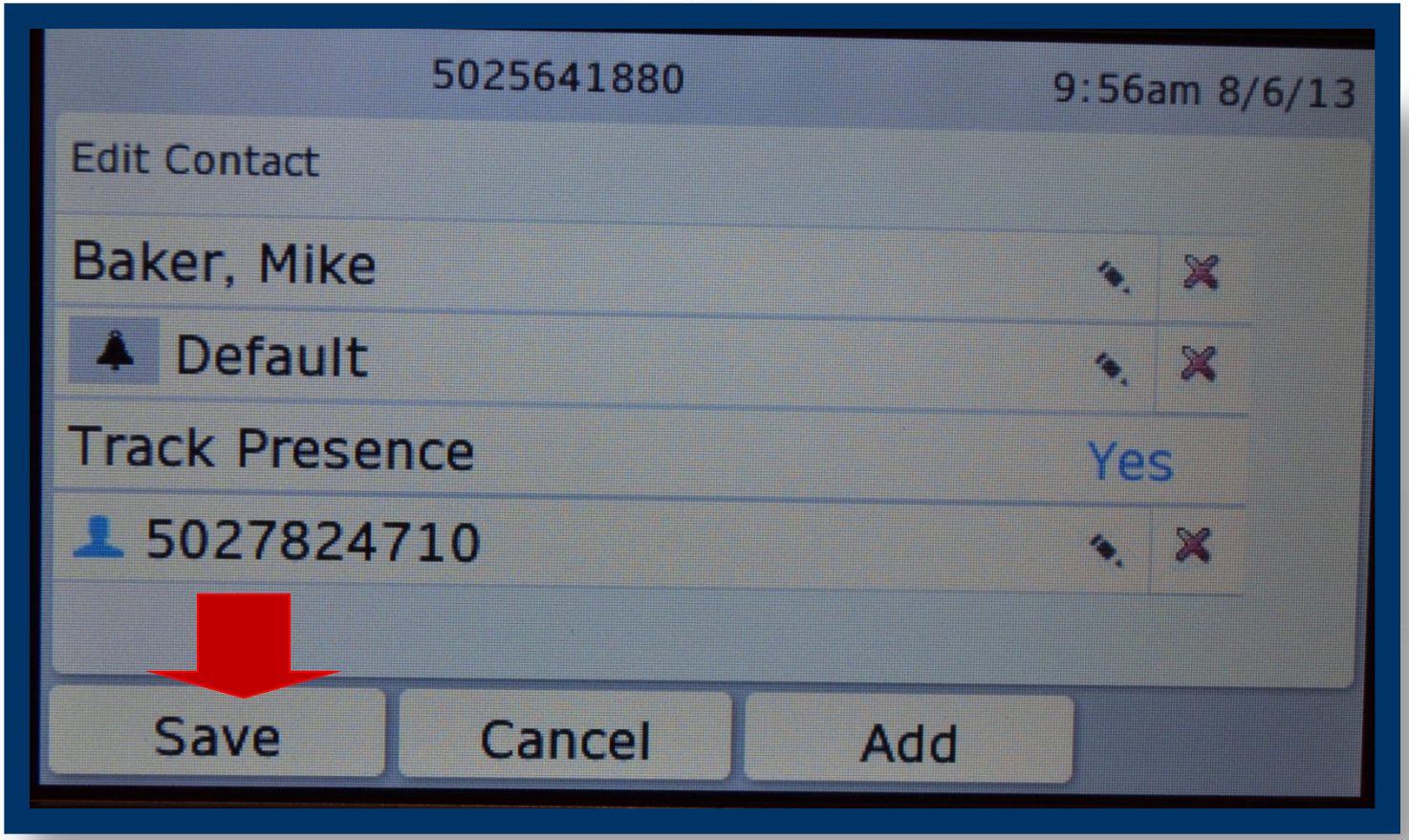
➢Then Type In First And Last Name And Press The Green Check.



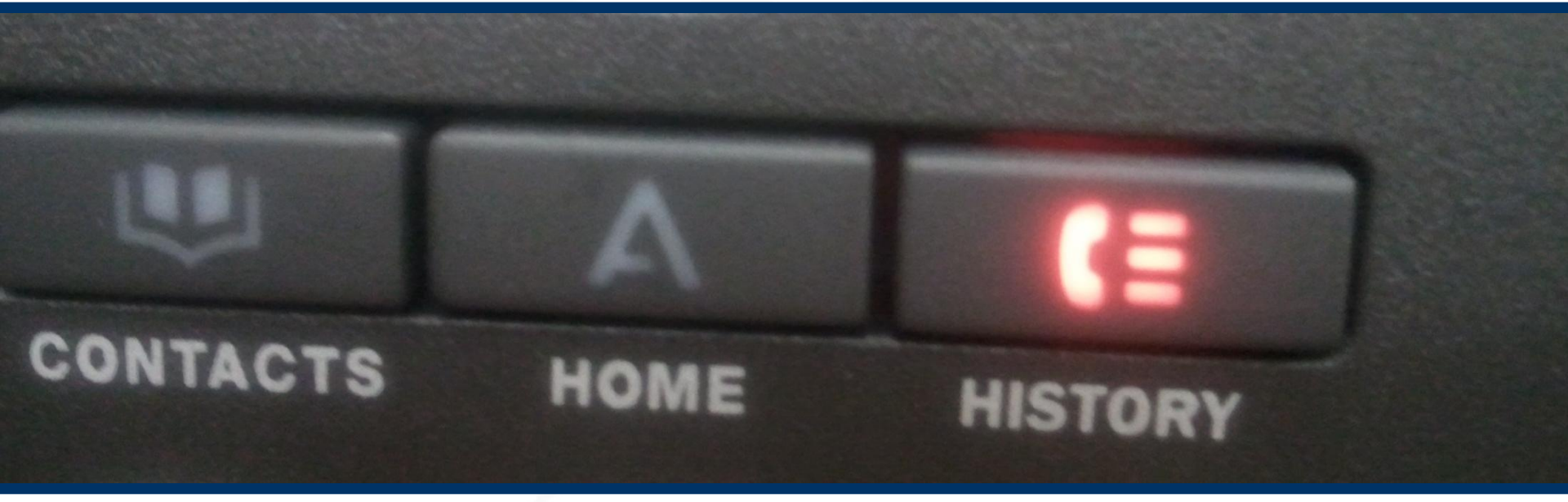
➢Press the persons name then press +Contacts



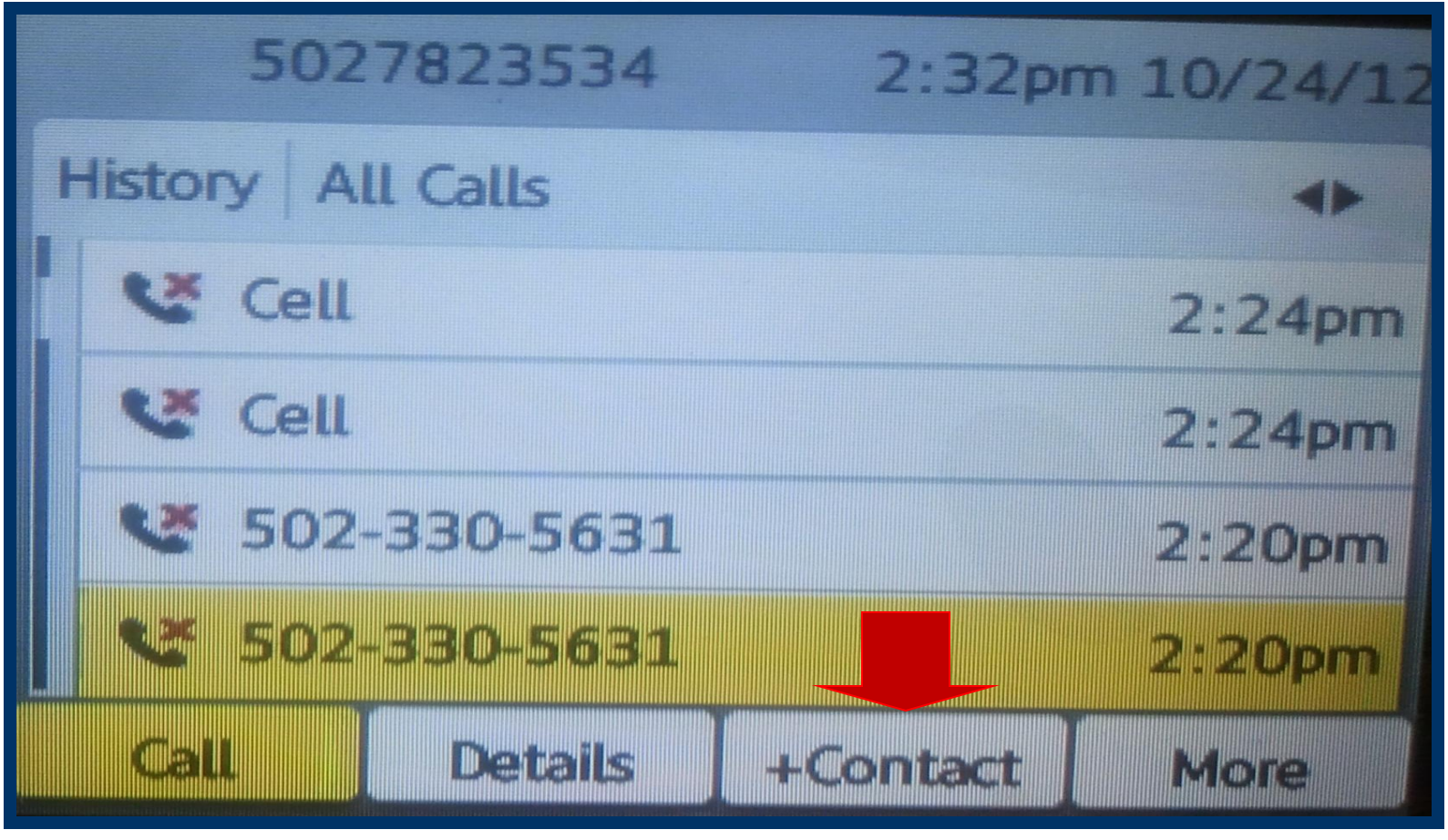
➢Then you will press save



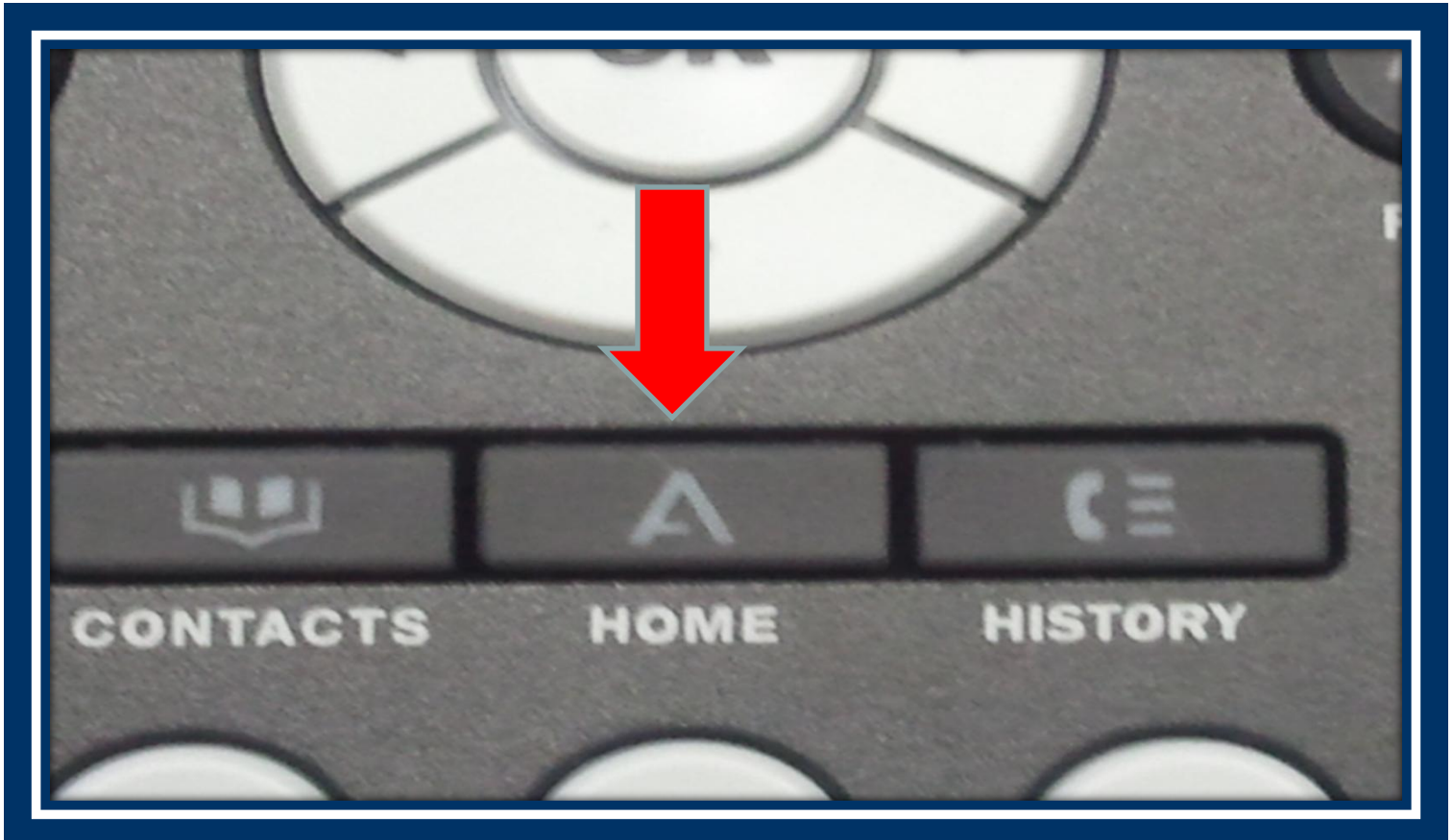
- Call history
- Add contacts from history



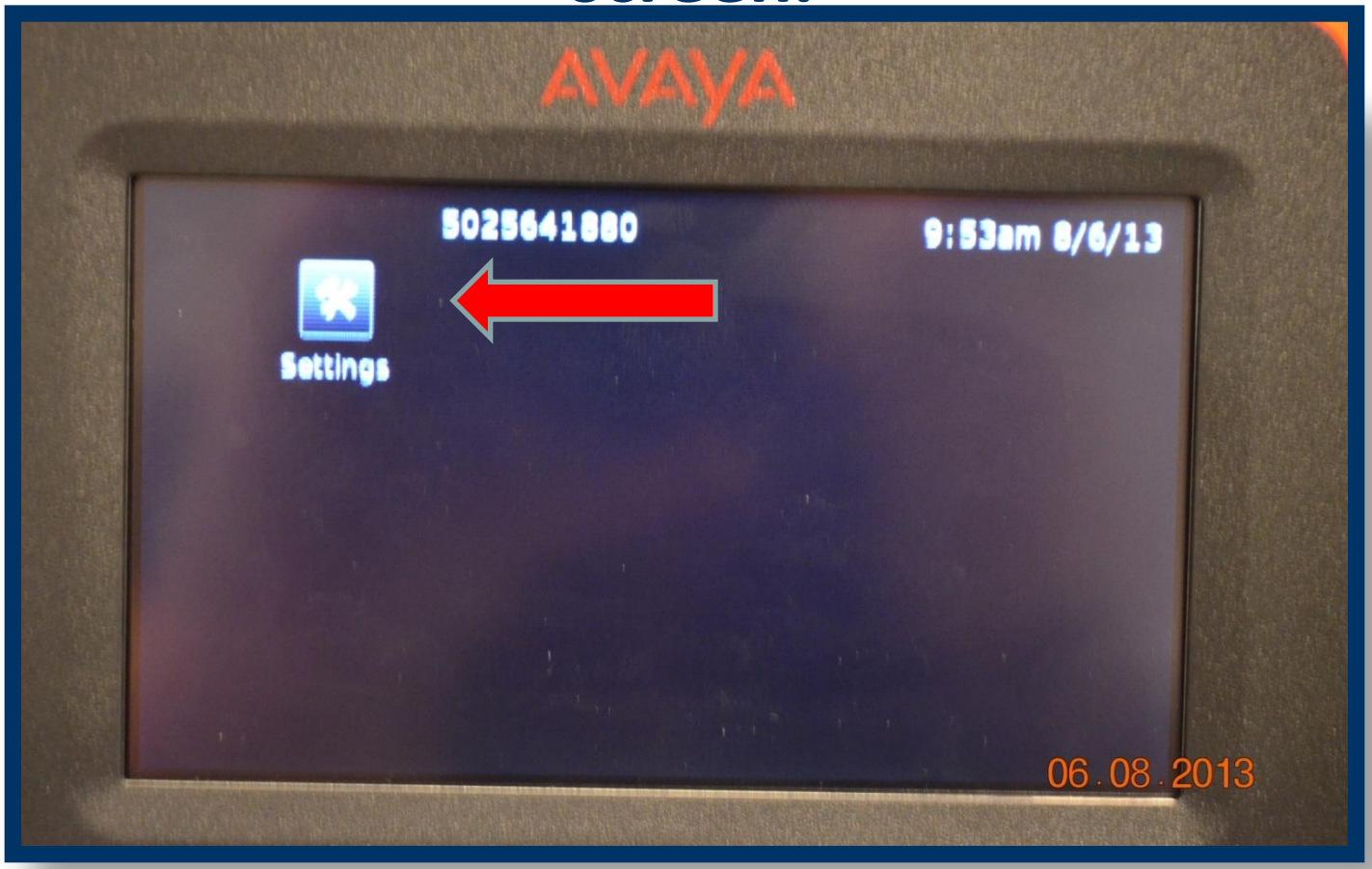
- Call history
- Add contacts from history



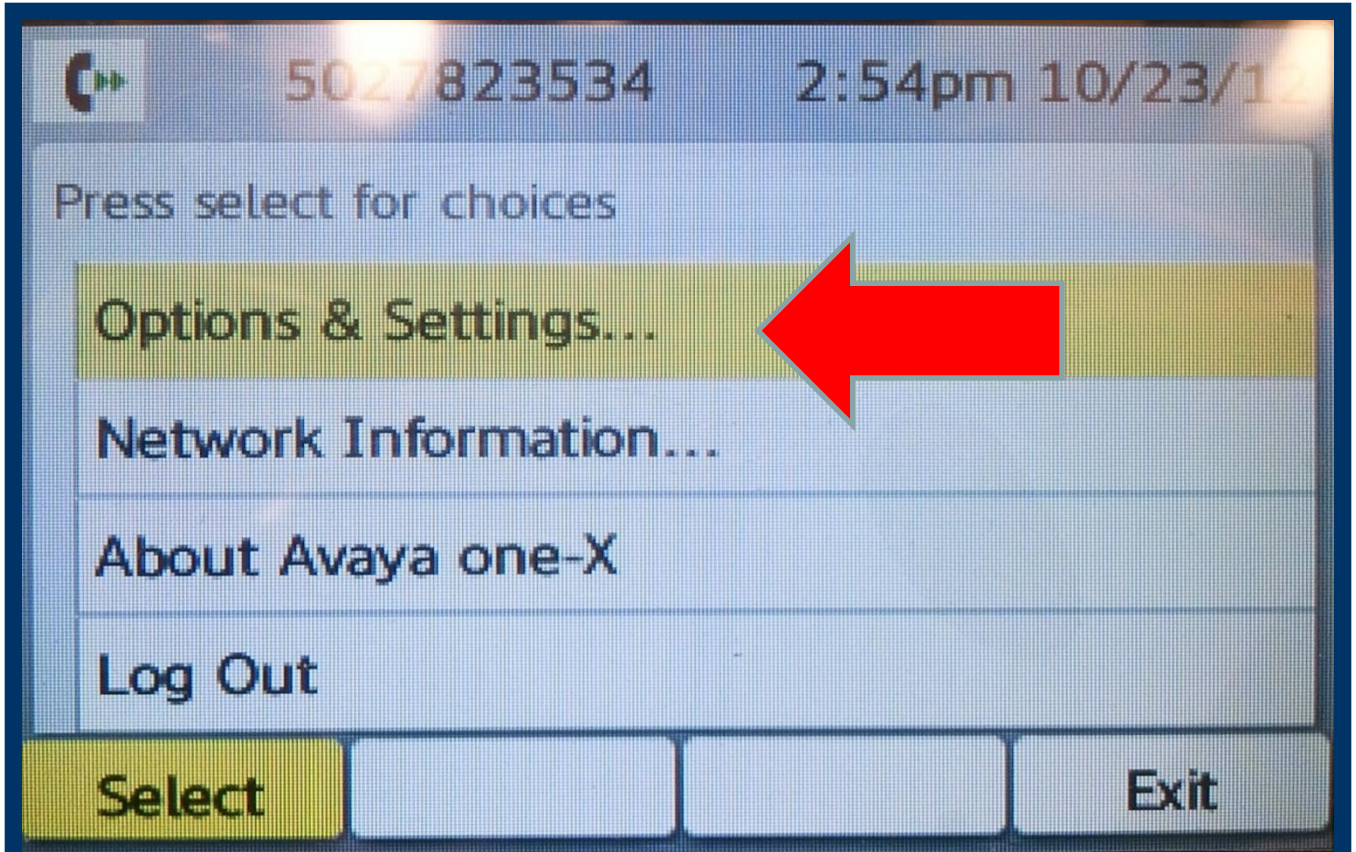
- Press on home button to change settings on phone.



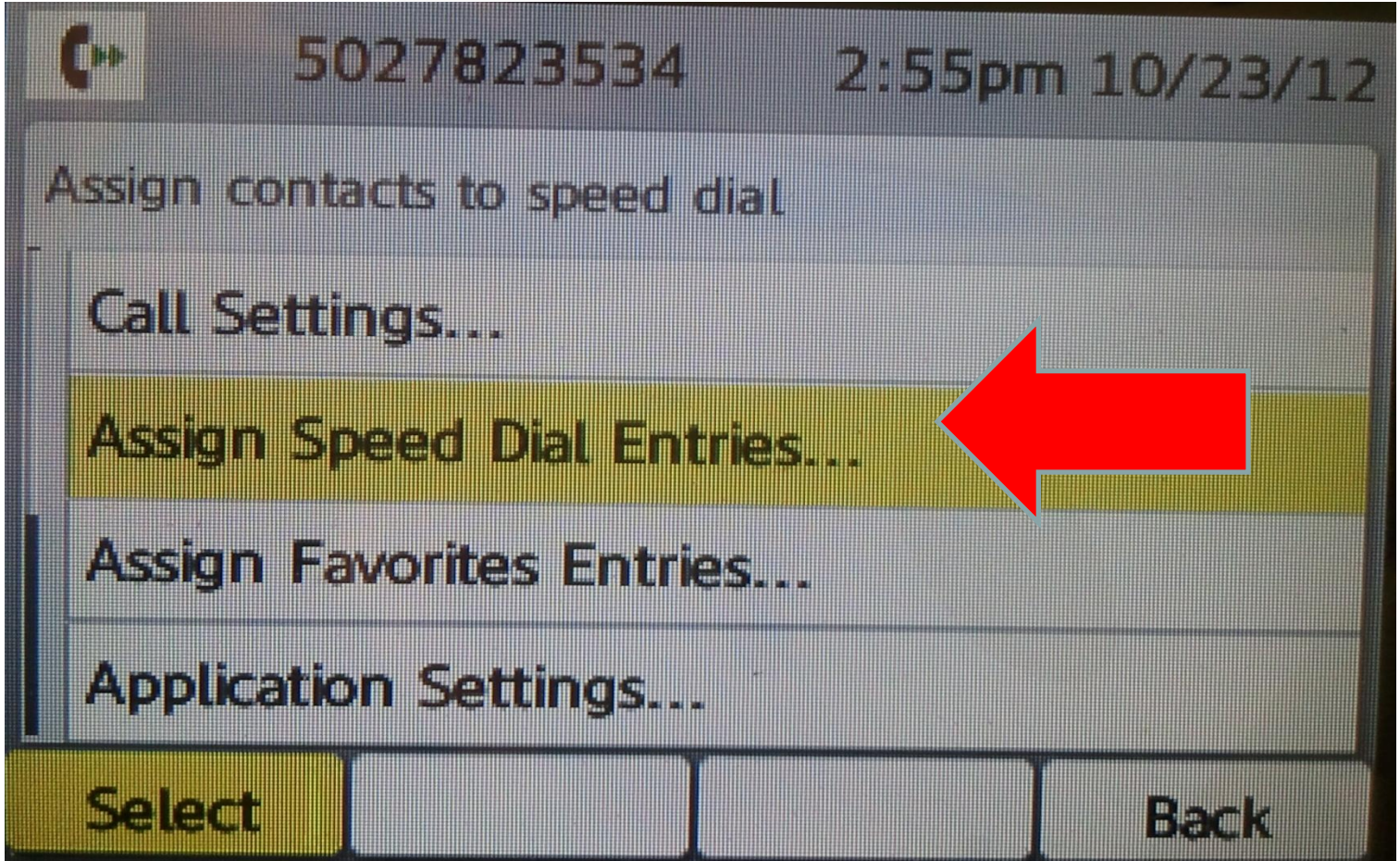
➢Press setting on the touch screen.

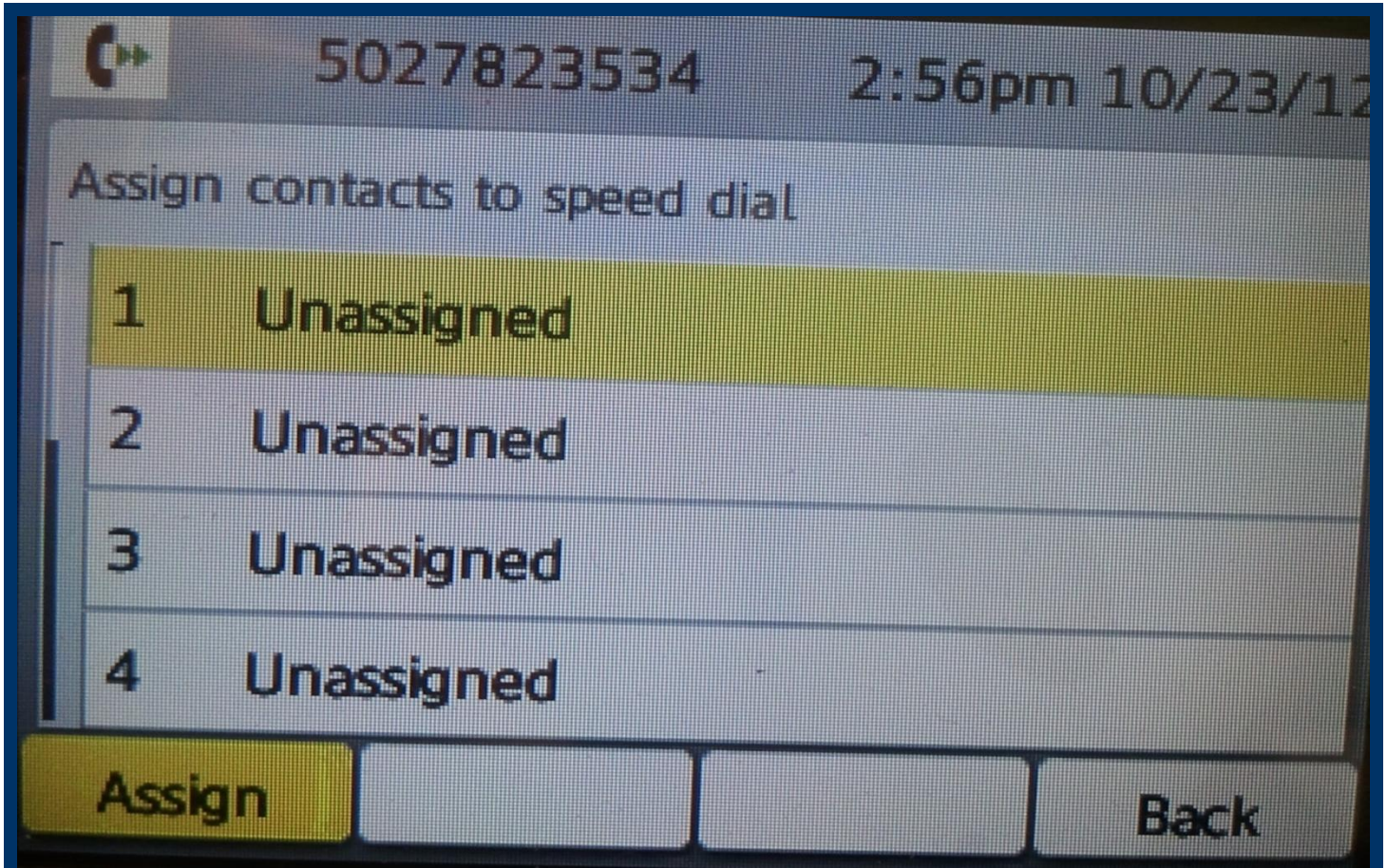


➢Press on Options & Settings.

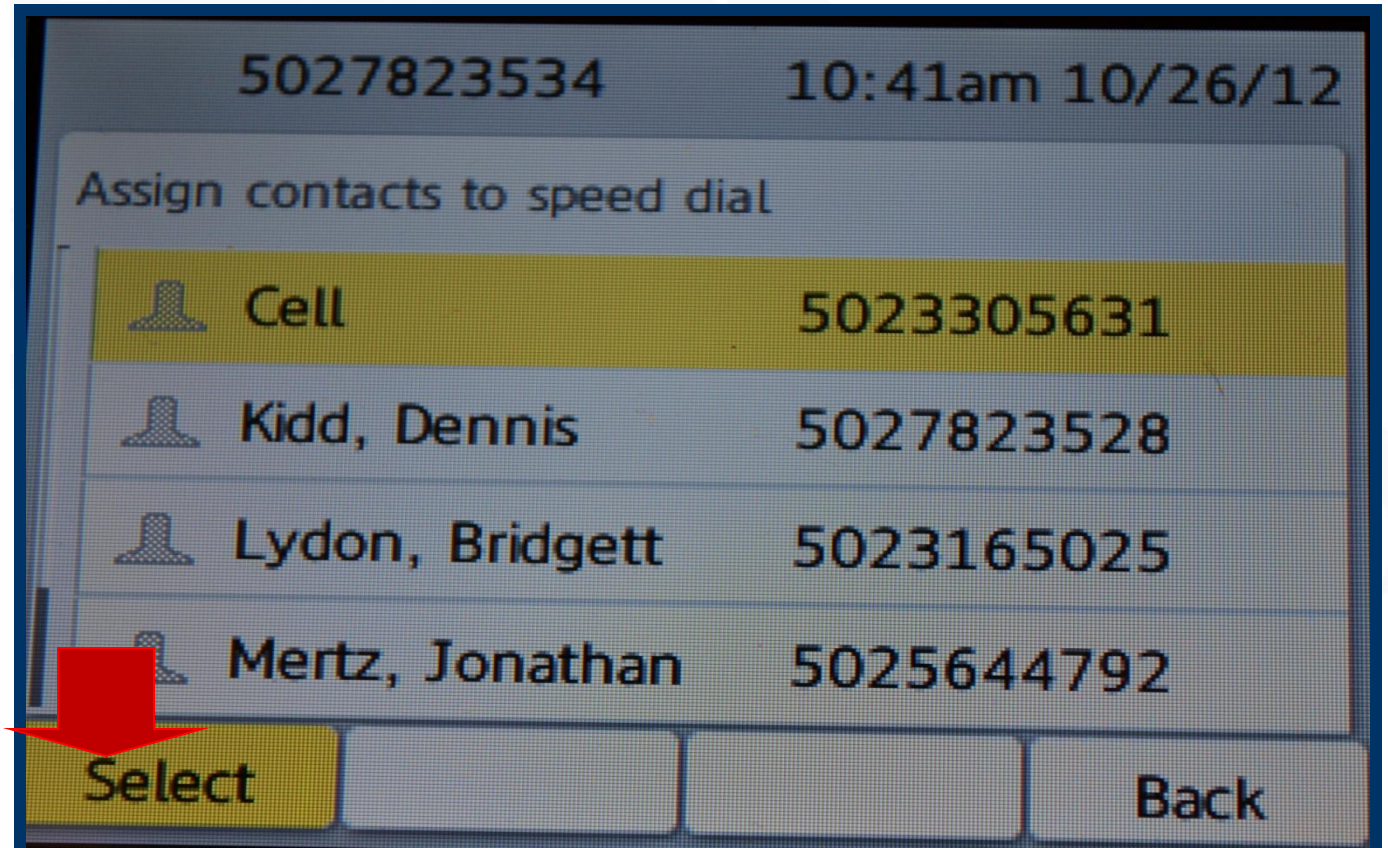


➢Assign speed dial entries

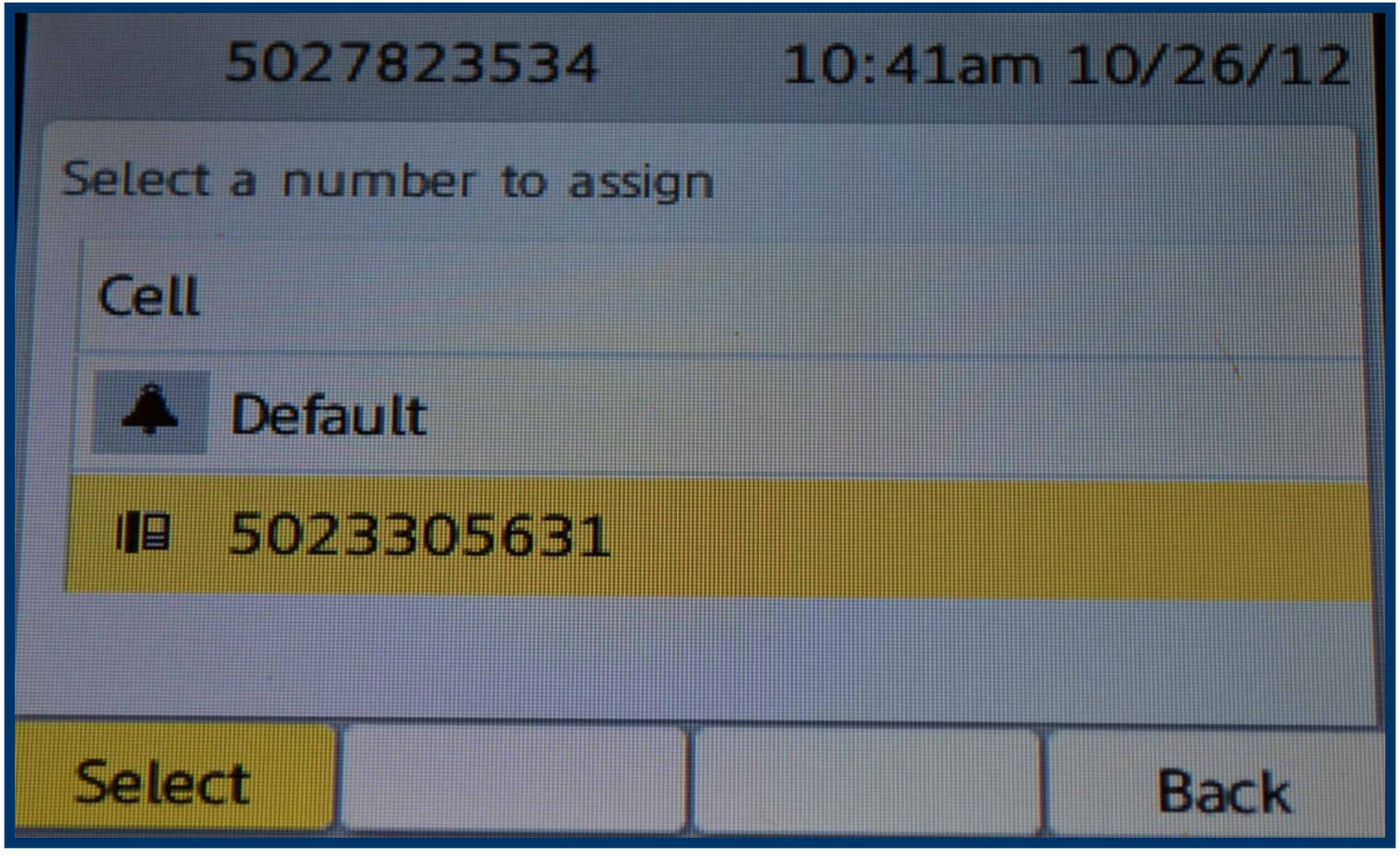


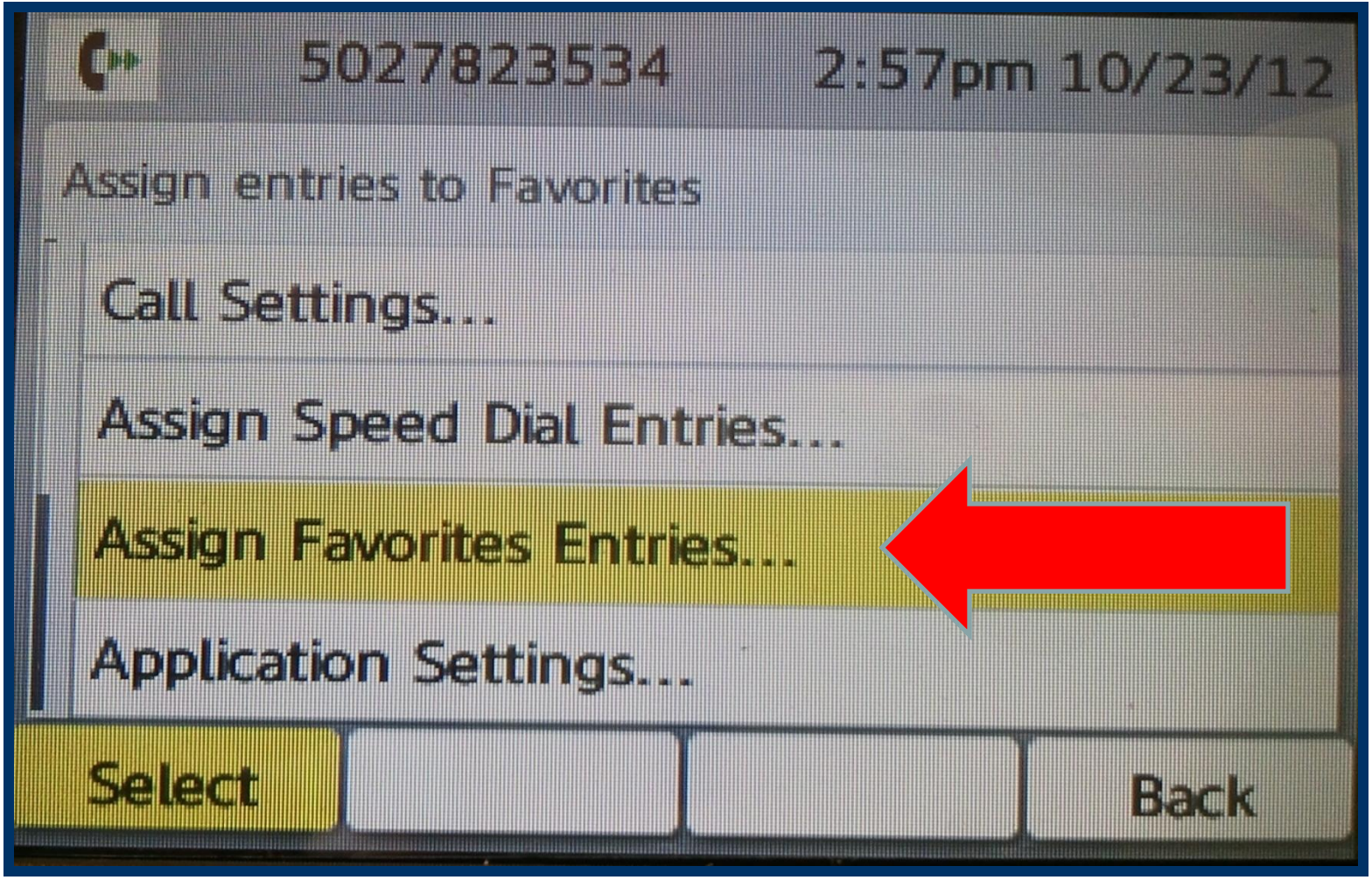

5027823534
2:56pm 10/23/12
Assign contacts to speed dial
1 Unassigned
2 Unassigned
3 Unassigned
4 Unassigned
Assign
Back

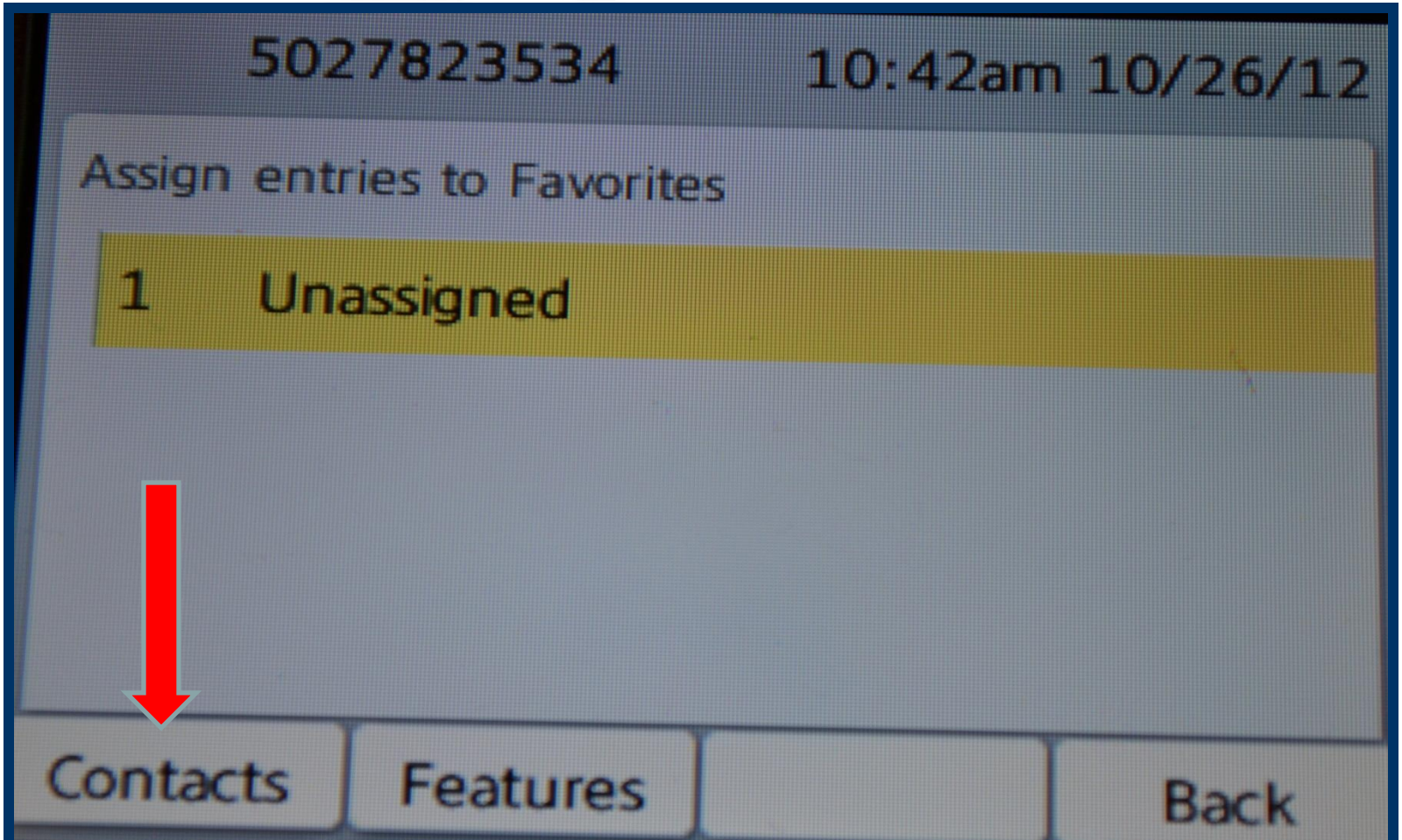
- **Press to choose a name and then press select.**

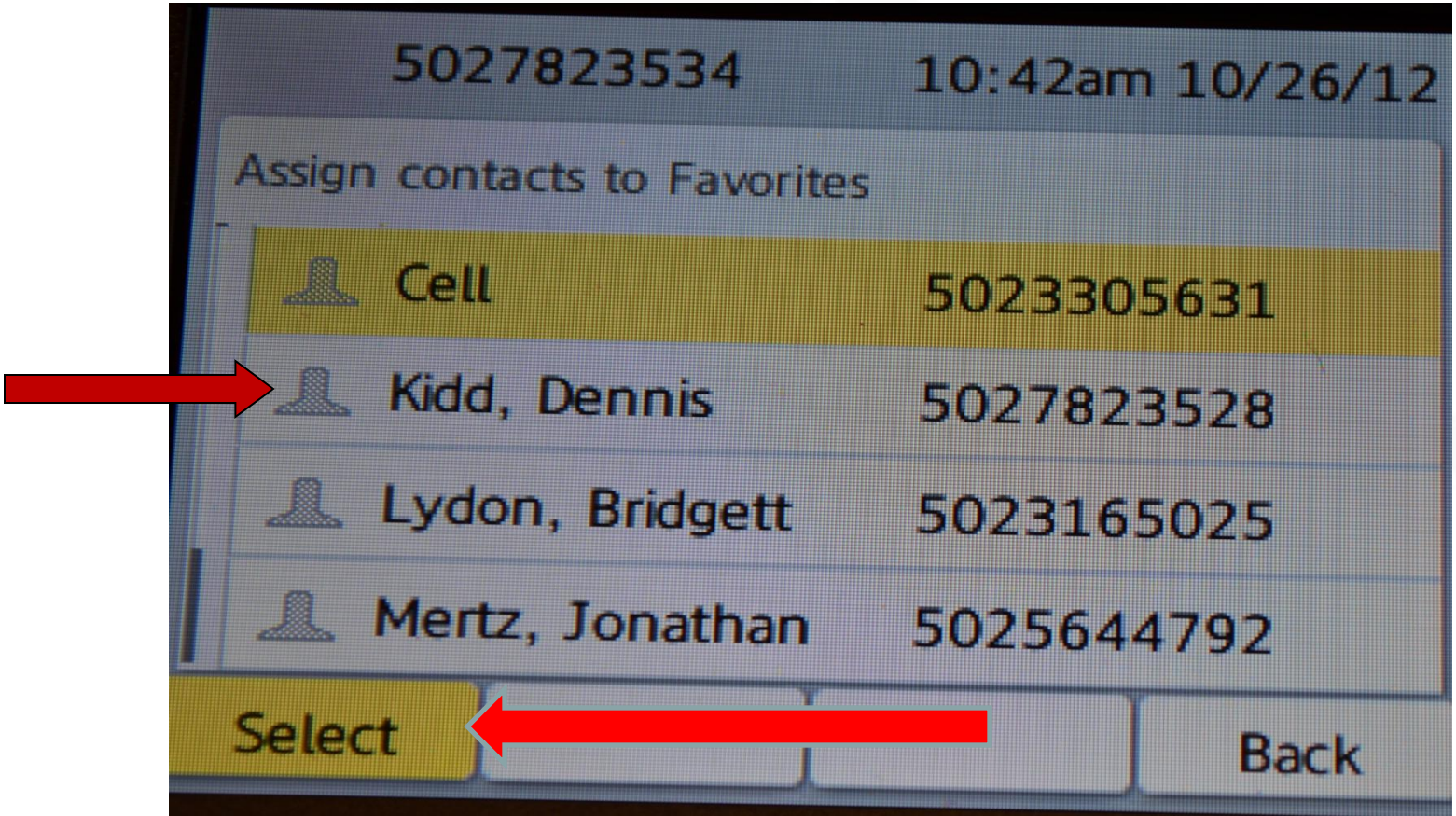


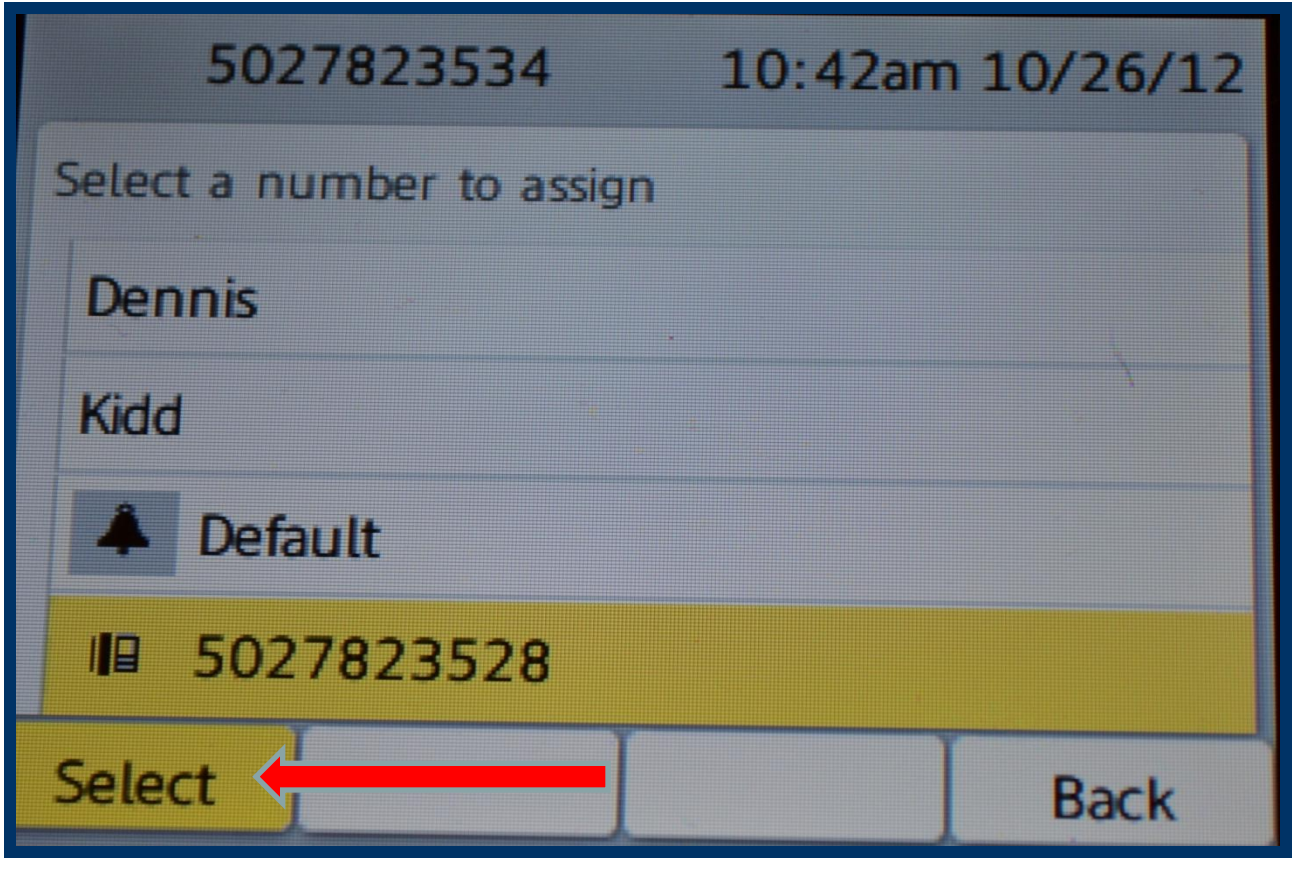
➢Press select

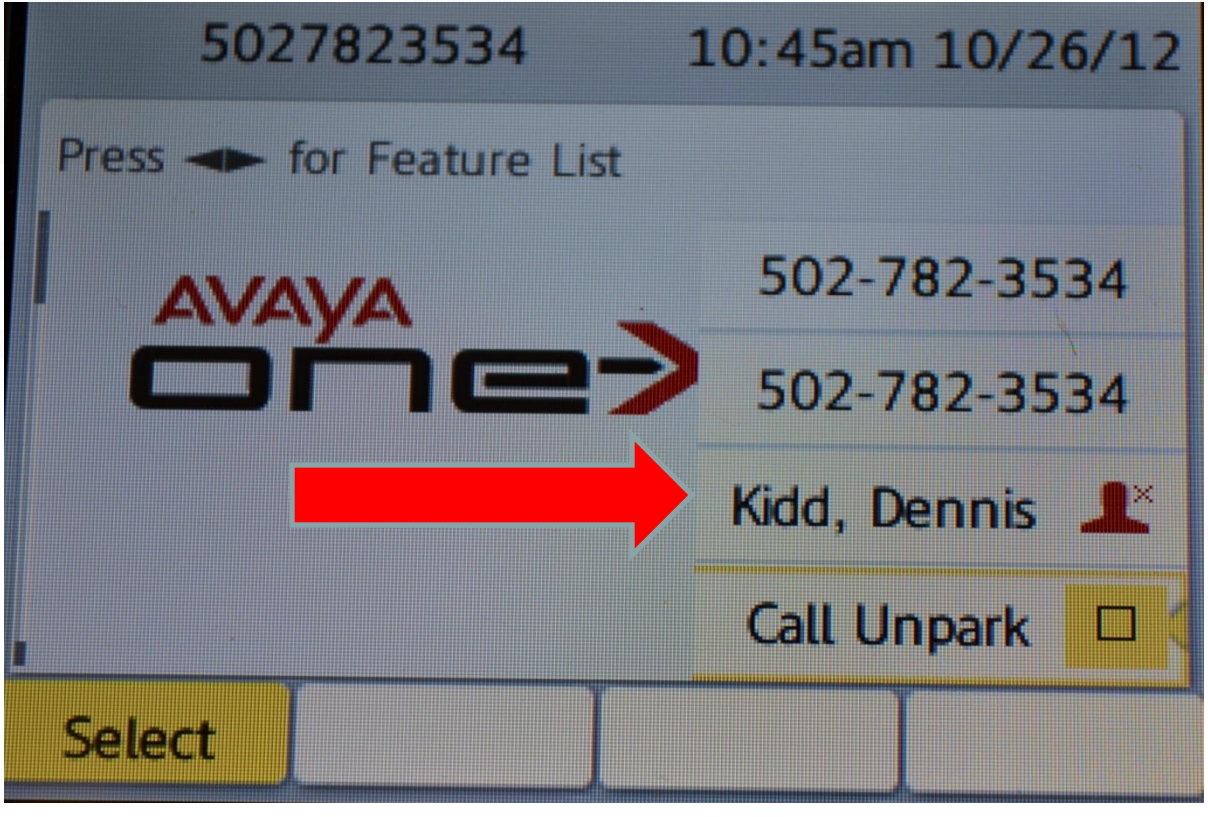


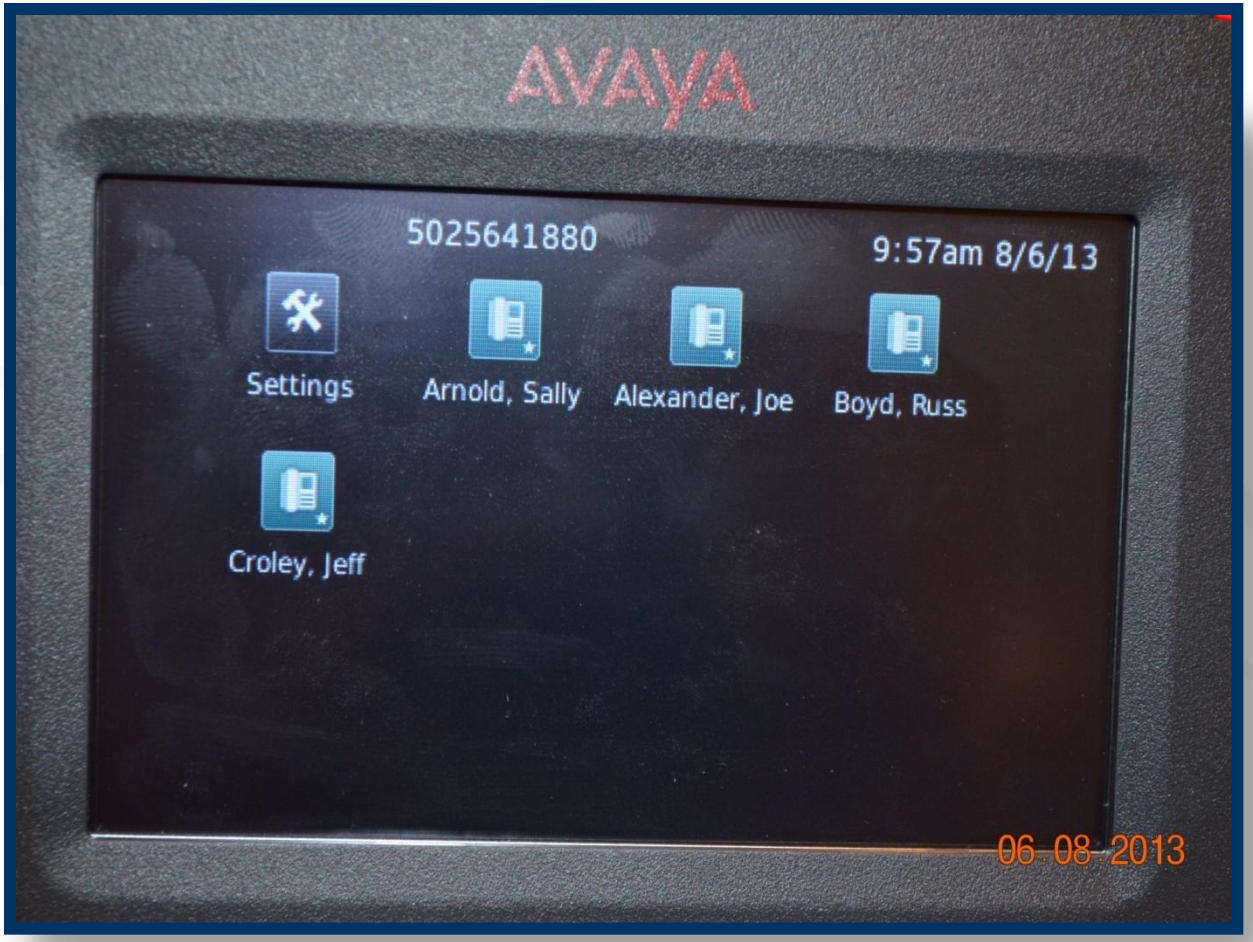

5027823534
2:57pm 10/23/12
Assign entries to Favorites
Call Settings...
Assign Speed Dial Entries...
Assign Favorites Entries...
Application Settings...
Select
Back

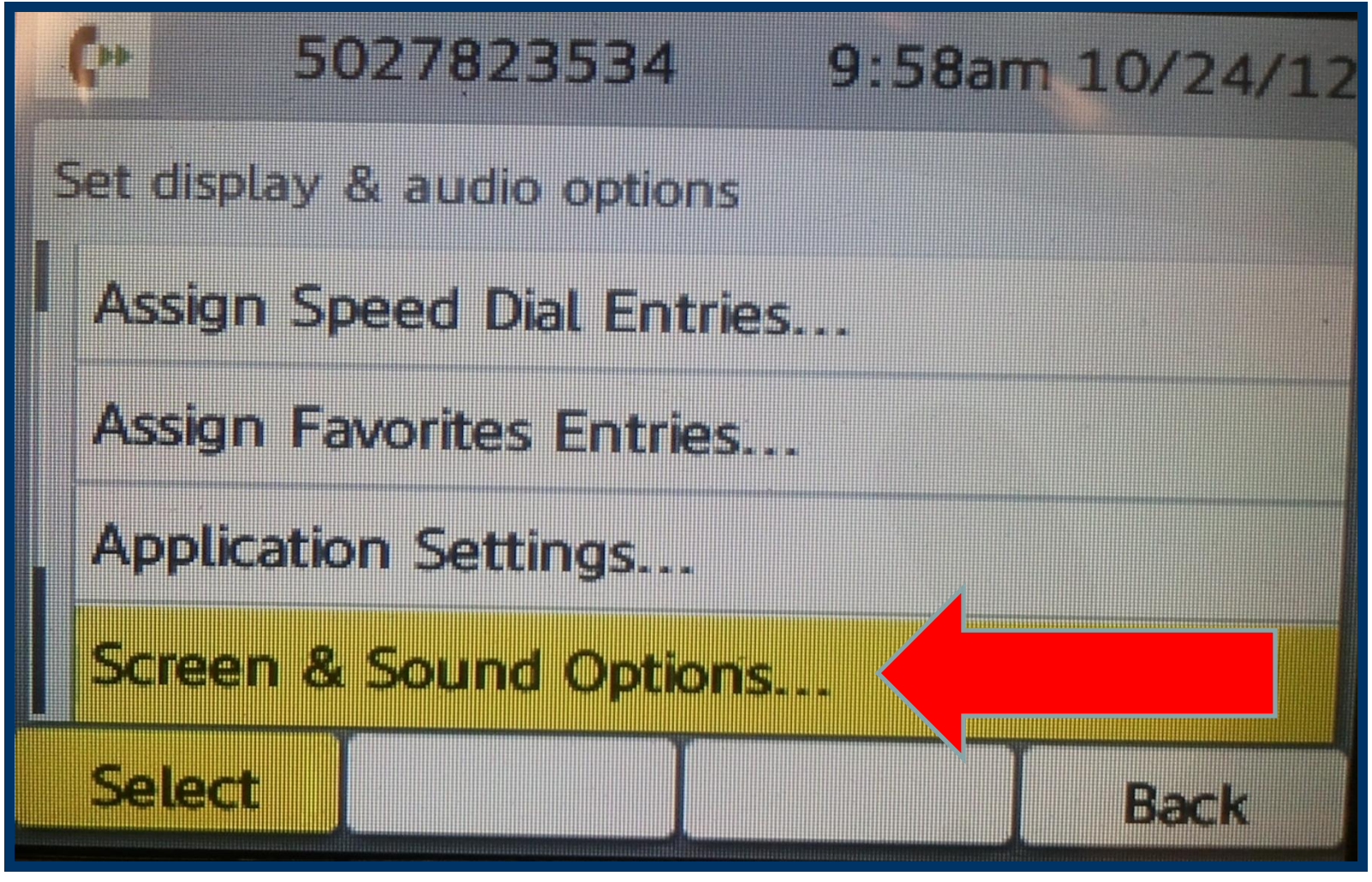

5027823534
10:42am 10/26/12
Assign entries to Favorites
1 Unassigned
Contacts
Features
Back

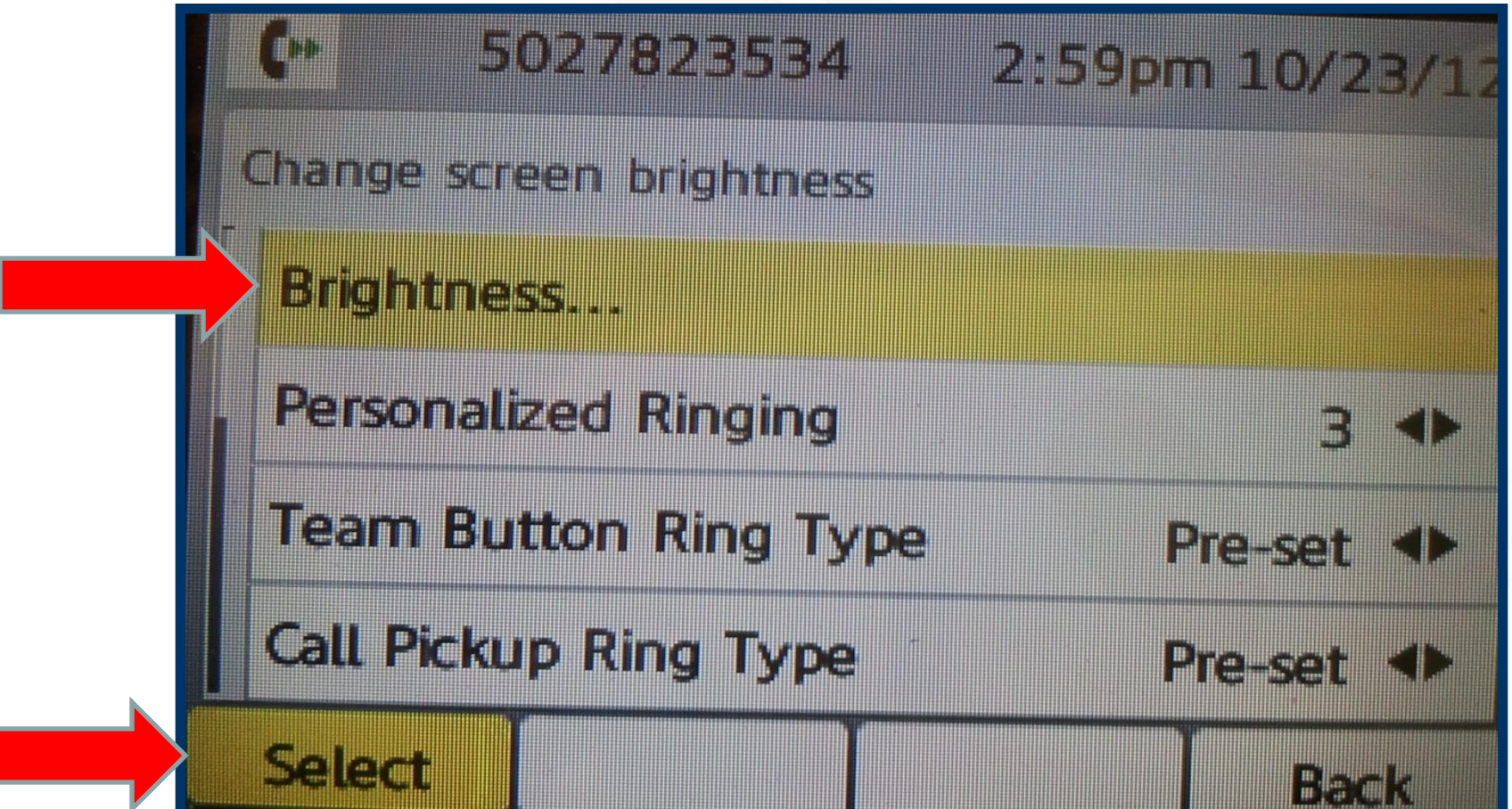

5027823534 10:42am 10/26/12
Assign contacts to Favorites
Cell 5023305631
Kidd, Dennis 5027823528
Lydon, Bridgett 5023165025
Mertz, Jonathan 5025644792
Select
Back

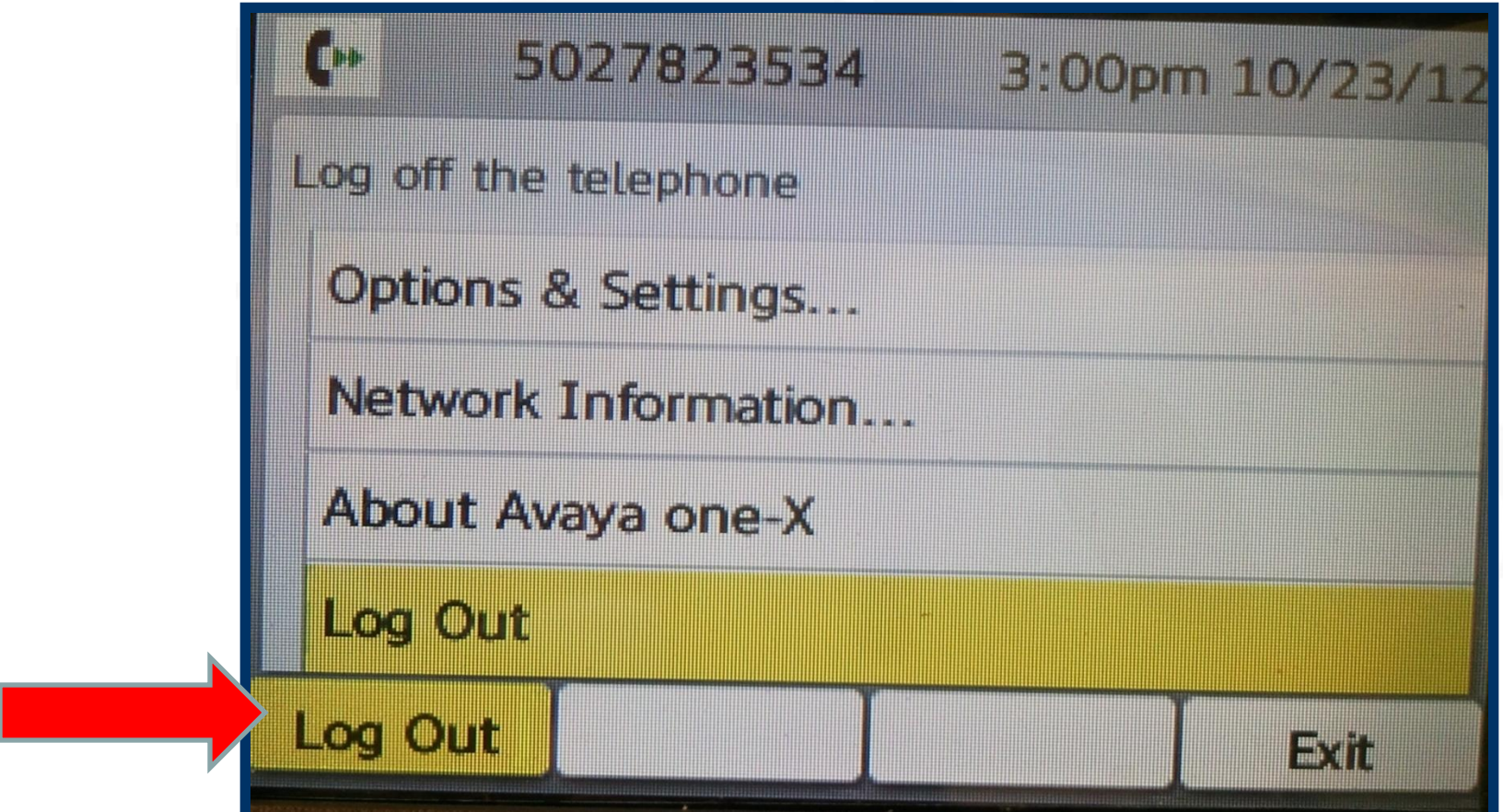

5027823534 10:42am 10/26/12
Select a number to assign
Dennis
Kidd
Default
5027823528
Select
Back

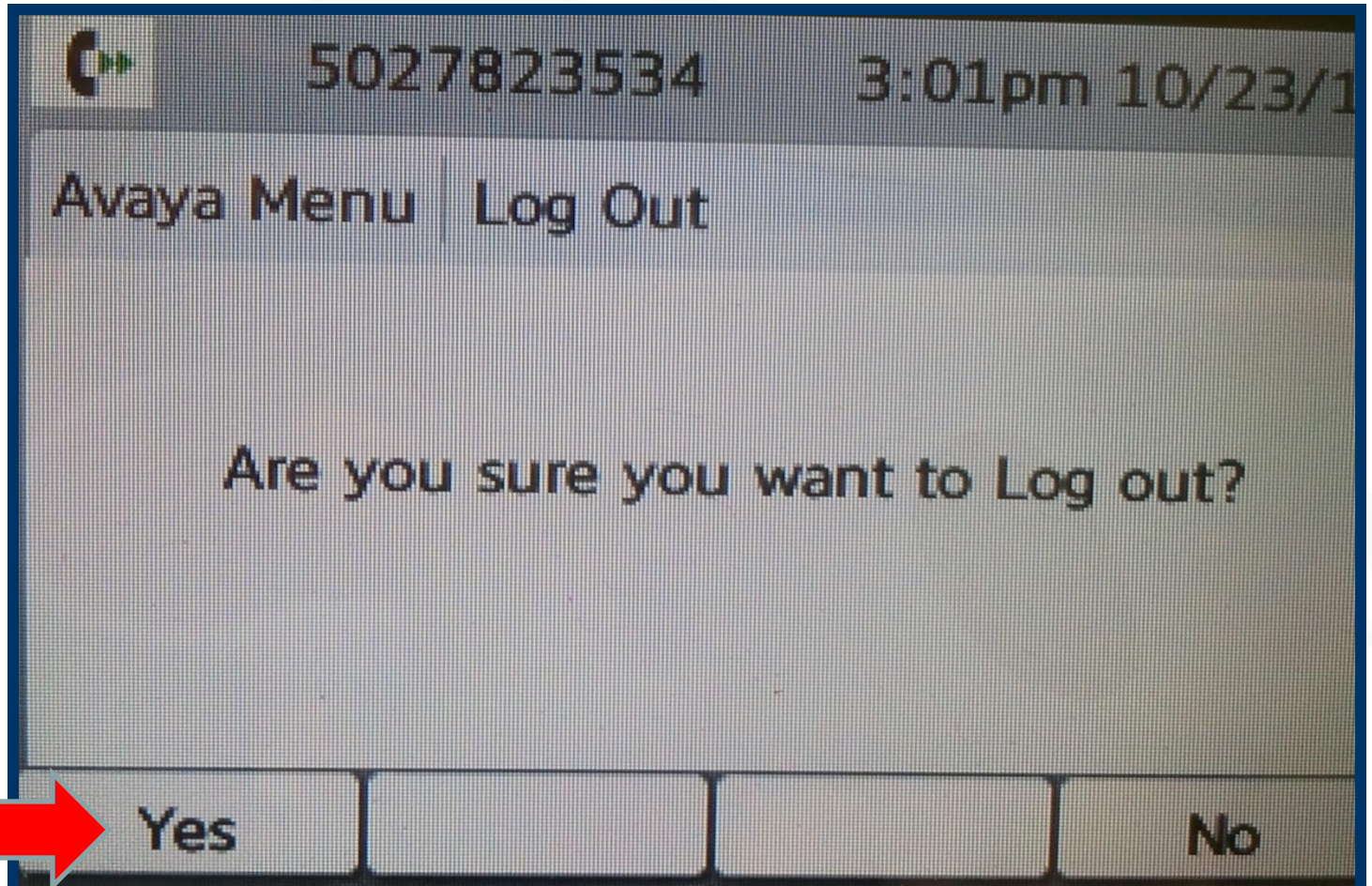

5027823534
10:45am 10/26/12
Press ◄► for Feature List
AVAYA
one
502-782-3534
502-782-3534
Kidd, Dennis
Call Unpark
Select

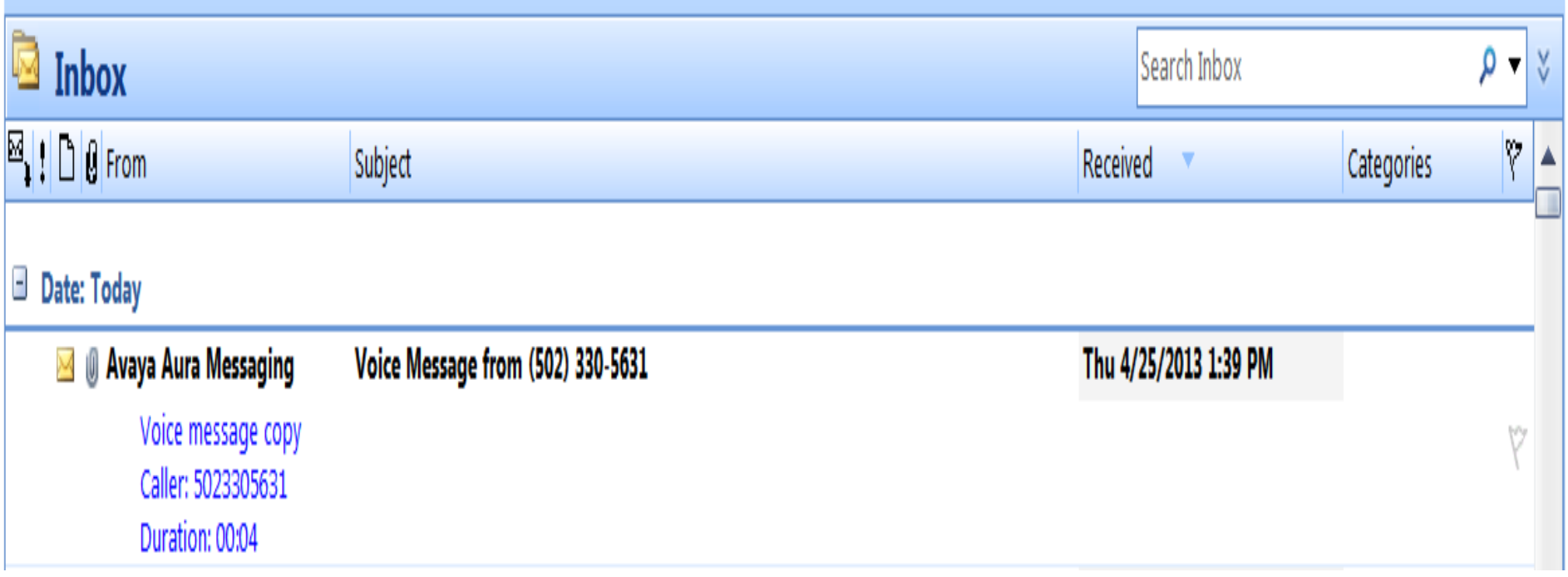

AVAYA
5025641880
9:57am 8/6/13
Settings
Arnold, Sally
Alexander, Joe
Boyd, Russ
Croley, Jeff
06 08 2013


5027823534
9:58am 10/24/12
Set display & audio options
Assign Speed Dial Entries...
Assign Favorites Entries...
Application Settings...
Screen & Sound Options...
Select
Back


5027823534
2:59pm 10/23/12
Change screen brightness
Brightness...
Personalized Ringing
3
Team Button Ring Type
Pre-set
Call Pickup Ring Type
Pre-set
Select
Back


5027823534
3:00pm 10/23/12
Log off the telephone
Options & Settings...
Network Information...
About Avaya one-X
Log Out
Log Out
Exit


5027823534 3:01pm 10/23/1
Avaya Menu | Log Out
Are you sure you want to Log out?
Yes
No


Inbox
Search Inbox
From
Subject
Received
Categories
Date: Today
Avaya Aura Messaging
Voice Message from (502) 330-5631
Thu 4/25/2013 1:39 PM
Voice message copy
Caller: 5023305631
Duration: 00:04